

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

Agenda and Meeting Materials

February 6, 2025

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: February 6, 2025, 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
February 6, 2025, 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
Carol Jean Jordan, C.F.C.
JR Kroll, C.F.C.
Nancy Millan, C.F.C.
Doris Maloy, C.F.C.
Jim Overton, C.F.C.
Will Roberts, C.F.C.
Joe Tedder, C.F.C.
Janice Warren, C.F.C.

AGENDA

Welcome: Chair (5 minutes)

Roll call: Secretary (3 minutes)

October 16, 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 "February 6, 2025 Committee Meeting."** We will monitor this mailbox during the meeting and read all comments aloud. The court reporter will enter the comments into the transcript.

**CERTIFIED FLORIDA COLLECTOR
ADMISSIONS AND CERTIFICATIONS COMMITTEE**

MEETING

**Florida Department of Revenue - Property Tax Oversight
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

1 **COMMITTEE MEMBER APPEARANCES:**

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

4 Bruce Vickers, C.F.A., President, Florida Tax Collectors
5 Association

6 Peter Cam, C.F.C.
7 Dennis Hollingsworth, C.F.C.

8 Nancy Millan, C.F.C.
9 Jim Overton, C.F.C.

10 Will Roberts, C.F.C.
11 Becky Smith, C.F.C.

12 Joe Tedder, C.F.C.
13 Janice Warren, C.F.C.

14 **PROPERTY TAX OVERSIGHT PROGRAM STAFF**

15 Meghan Miller, Revenue Program Administrator
16 Kelly McLane, Interdepartmental Projects Administrator
17 Jenna Harper, Compliance Assistance Process Manager
18 Rachel Goldstein, Chief Legal Counsel

19 **AGENDA**

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

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

22 **June 12th, 2024, meeting minutes review and approval:**
23 Chair/Committee Members (5 minutes)

24 **Presentation of applicants:** Chair/Committee Members
25 (30 minutes) Discussion of applicants' credentials

26 **Public comment on applicants' credentials:**
27 (3 minutes each)

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

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

1 **CERTIFIED FLORIDA COLLECTOR**
2 **ADMISSIONS AND CERTIFICATIONS COMMITTEE**
3 **October 16, 2024, 3:00 p.m.**

4 **WELCOME**

5 MS. LEWIS: Good afternoon, everyone.

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

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

17 Ms. Rachel Goldstein, Chief Legal Counsel for the
18 Property Tax Oversight Program is on the phone. Also
19 present are staff members from the Property Tax
20 Oversight Program in the Department of Revenue.

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

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

25 MS. MCLANE: Kelly McLane, Intradepartmental
Projects Administrator.

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

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

8 For those who are not voicing a vote, please
9 mute your line, thank you. If you are part of the
10 public participating -- I already did that.

11 In the subject line of your email please use
12 October 16th Committee Meeting. We are monitoring that
13 email account during the meeting and will read aloud all
14 comments we received during the meeting. If you prefer
15 to speak, please state that in your email and we will
16 recognize you for comments.

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

22 Before calling roll I'd like to take a moment to
23 welcome our newest Committee members, the Honorable
24 Bruce Vickers, President of the Florida Tax Collectors
25 Association; Honorable Will Roberts, Volusia County Tax

1 Collector; and Honorable Joe Tedder, Polk County Tax
2 Collector. Welcome to the Certified Florida Collector
3 Admissions and Certifications Committee. We appreciate
4 your service on the Committee during your term.

5 **ROLL CALL**

6 MS. LEWIS: Meghan Miller, the Secretary of
7 the Committee, will you please call the roll?

8 MS. MILLER: Rene Lewis.

9 MS. LEWIS: Here.

10 MS. MILLER: Bruce Vickers.

11 MR. VICKERS: Here.

12 MS. MILLER: Peter Cam.

13 MR. CAM: Here.

14 MS. MILLER: Dennis Hollingsworth.

15 MR. HOLLINGSWORTH: Here.

16 MS. MILLER: Nancy Millan. Jim Overton.

17 Will Roberts.

18 MR. ROBERTS: I'm here.

19 MS. MILLER: Becky Smith.

20 MS. SMITH: Here.

21 MS. MILLER: Joe Tedder.

22 MR. TEDDER: Here.

23 MS. MILLER: Janice Warren.

24 MS. WARREN: Here.

25 MS. LEWIS: According to Rule 12D-19.0002(6)

1 Florida Administrative Code, five members of the
2 Admissions and Certification Committee constitute a
3 quorum.

4 Meghan, do we have a quorum?

5 MS. MILLER: Yes.

6 **APPROVAL OF PRIOR MEETING MINUTES**

7 MS. LEWIS: Thank you.

8 Our first order of business today is the
9 approval of the June 12th, 2024, Certified Florida
10 Collector Admissions and Certifications Committee
11 meeting minutes.

12 Do I have a motion to approve the June 12th,
13 2024, Committee meeting minutes? Please state your name
14 if you make a motion.

15 Do I have a motion?

16 MR. ROBERTS: Will Roberts, motion.

17 MS. LEWIS: Thank you.

18 We have a motion by Will Roberts. Do we have a
19 second?

20 MS. WARREN: Janice Warren, second.

21 MS. LEWIS: We have a second by Janice
22 Warren.

23 [Committee member motions.]

24 MS. LEWIS: All those in favor, indicate by
25 saying aye.

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[Ayes]

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

[Nays]

MS. LEWIS: Thank you.

PRESENTATION OF APPLICANTS

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

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

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

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

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

5 MS. LEWIS: Thank you. And before I move on
6 I heard a line beep. So did we have the Honorable Bruce
7 Vickers join, or Honorable Nancy Millan, or Honorable
8 Jim Overton join us?

9 MS. MILLAN: This is Nancy Millan,
10 Hillsborough County.

11 MS. LEWIS: Great, thanks.

12 Please note that Honorable Nancy Millan is in
13 attendance. Thank you, Meghan.

14 **DISCUSSION OF ANY POSSIBLE CONFLICTS OF INTEREST AND**
15 **APPLICANTS' CREDENTIALS**

16 MS. LEWIS: Now, I need for each Committee
17 member to individually answer the following question on
18 the record. After I read the question, Meghan, will
19 call the name of each member. Please state your answer
20 of yes or no.

21 The question is, are you aware of any facts,
22 situations, or reasons which you feel may disqualify or
23 otherwise make it improper for you to hear and
24 deliberate on any of the applicants scheduled to be
25 reviewed today?

1 MS. MILLER: Rene Lewis.

2 MS. LEWIS: No.

3 MS. MILLER: Bruce Vickers.

4 MR. VICKERS: Hello, how are ya'll?

5 MS. LEWIS: Okay, so we'll show the

6 Honorable Bruce Vickers is now in attendance.

7 Bruce, did you hear the question I asked?

8 MR. VICKERS: No.

9 MS. LEWIS: Okay. You're replying yes or

10 no, and we're at the point in the agenda where we're

11 asking the question to the members, are you aware of any

12 facts, situations, or reasons which you feel may

13 disqualify or otherwise make it improper for you to hear

14 and deliberate on any of the applicants scheduled to be

15 reviewed today? Your answer would be yes or no.

16 MR. VICKERS: No.

17 MS. MILLER: Okay, thank you.

18 Okay, Meghan, I'll turn it back to you.

19 MS. MILLER: Peter Cam.

20 MR. CAM: No.

21 MS. MILLER: Dennis Hollingsworth.

22 MR. HOLLINGSWORTH: No.

23 MS. MILLER: Nancy Millan. Jim Overton.

24 Will Roberts.

25 MR. ROBERTS: No, ma'am.

1 MS. MILLER: Becky Smith. Joe Tedder.

2 MR. TEDDER: No.

3 MS. MILLER: Janice Warren.

4 MS. WARREN: No.

5 MS. LEWIS: Do any Committee members have
6 anything they wish to discuss about the applicants'
7 credentials?

8 **PUBLIC COMMENT PERIOD**

9 MS. LEWIS: Does the public have any
10 comments on any of the applicants?

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

14 Jenna, have we received any emails?

15 MS. HARPER: No, we have not.

16 MS. LEWIS: Thank you.

17 **VOTE TO RECOMMEND THE APPLICANT LIST**

18 MS. LEWIS: Hearing no additional comments
19 or discussion of the credentials, the Committee will now
20 vote on consideration of the applicant list.

21 Do I have a motion for recommendation of the
22 applicants? Please state your name when making your
23 motion.

24 MR. VICKERS: Bruce Vickers, making a
25 motion.

1 [Committee member motions to recommend all applicants.]

2 MS. LEWIS: Okay, I have a motion by Bruce
3 Vickers. Do I have a second?

4 MR. ROBERTS: Will Roberts.

5 MS. LEWIS: Thank you. We have a second by
6 Will Roberts.

7 [Committee member seconds.]

8 MS. LEWIS: All those in favor indicate by
9 saying aye.

10 [Ayes]

11 MS. LEWIS: All opposed indicate by saying
12 nay.

13 [Nays]

14 MS. LEWIS: Let the record reflect that the
15 Committee has recommended all applicants for
16 certification.

17 Congratulations to the new Certified Florida
18 Collectors and Certified Florida Collector Assistants.
19 The professional designees will receive documentation of
20 their certification from the Department.

21 **ADJOURN**

22 MS. LEWIS: That concludes today's agenda
23 for the Certified Florida Collector Admissions and
24 Certifications Committee meeting.

25 Again, thank you very much for your leadership

1 and service today on the Committee. Have a good
2 afternoon. We are adjourned.

3 (Whereupon, the meeting was concluded at 3:10 p.m.)
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CERTIFICATE OF REPORTER

STATE OF FLORIDA)

COUNTY OF LEON)

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

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

DATED this 21st day of OCTOBER, 2024

Samantha Adams

SAMANTHA ADAMS, Court Reporter



FEBRUARY 6, 2025

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

CERTIFIED FLORIDA COLLECTOR

AMY COLLINS

CERTIFIED FLORIDA COLLECTOR ASSISTANT

CHRISTOPHER BENNETT
NATHANIEL LEE BLAIR
LEANDA BYRON
ARLETTY MORFFI CASTRO
JENNIFER CASTRO
JOANNE CHERY
PETULAR KAREN CLARKE
KANDY DAVIDGE
ALESSIA E. DAVIDSON
RAIMUNDO DELGADO
KAELEY DILLON
GREGORY FRANCOIS

JUSTINA GASSERA
RACHEL HESS
TORI HINSON
CENDY KRIER
AMBERLY MARIE LECOUMPTÉ
BETHANY LEE
DIANELLYS LOPEZ
JESSICA LOPEZ
THOMAS MATHEW
SANDRA L. MATHIS
BETTZAIDA PANTOJA
LYNN REYNOLDS

MELISSA RODRIGUEZ
GABRIEL SANTIAGO
ANDREA LYNN SMITH
SANDESH SOOKRAM
MARY LYNN SURO
LAURIE TRUETT
CARLOS VEGA
KERRI WARD
VALYCIA L. WHITFIELD
JORGE ZAMORA



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Amy Collins		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Hendry	Job Title: Tax Collector		
Certification Requested:	Certified Florida Collector		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	02/01/25		

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: 01/07/25	To: Present
From: 9/28/98	To: 8/28/21

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 503 Collection & Distribution of Property Taxes and Special Assessments	30	Attended Course
90-hours per 12D-19.003(3)(b)		
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 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): Amy Collins					
Business email address: amy.collins@hendrytaxcollector.org			Business phone number: 863-675-5280		
Job title: Tax Collector					
Employed by: Elected Tax Collector for Hendry 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 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: Hendry County Tax Collector					
Your Title: Tax Collector			Employment Dates: January 7, 2025		
Employer: Lee County Tax Collector					
Your Title: SR Customer Service Specialist			Employment Dates: 09/28/1998 - 08/28/2021		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0043C	CPM Levels 1 - 8 (30 hrs. per level)	240	TC-0036C	TCC-503 Collection and Distribution of Property Taxes & Spec Assessm	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: Amy Collins			Digitally signed by Amy Collins Date: 2025.01.06 12:46:25 -05'00'		Date: 01/07/2024

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.

The State of Florida

AND

THE FLORIDA CENTER FOR PUBLIC MANAGEMENT

AT THE FLORIDA STATE UNIVERSITY

CERTIFY THAT

Amy Collins

HAS SATISFACTORILY COMPLETED ALL OF THE REQUIREMENTS
IN THE SUPERVISORY MANAGEMENT CURRICULUM
OF THE FLORIDA CPM PROGRAM FOR THE

Certificate in Supervisory Management

November 2008



Charlie Crist

GOVERNOR

Shawn Dallen

DIRECTOR

T.K. Wetherell

PRESIDENT

Kathy Renshaw

VICE PRESIDENT



The State of Florida

AND

THE FLORIDA CENTER FOR PUBLIC MANAGEMENT

AT THE FLORIDA STATE UNIVERSITY

HEREBY CONFER UPON

Amy L. Collins

THE DESIGNATION OF

Certified Public Manager

WITH ALL THE RIGHTS, PRIVILEGES, AND HONORS THEREUNTO APPERTAINING IN TESTIMONY
WHEREOF WE SUBSCRIBE OUR NAMES AND AFFIX THE SEALS OF THE STATE OF FLORIDA AND
THE FLORIDA STATE UNIVERSITY

August 2011



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 Florida State University.

PRESIDENT

Handwritten signature of the Vice President of Florida State University.

VICE PRESIDENT



Congratulations,

Amy Collins

on completing

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

Course Number: TC-0036C

on

December 9, 2024
30 credit hours





FLORIDA DEPARTMENT *of* STATE

RON DESANTIS
Governor

CORD BYRD
Secretary of State

November 20, 2024

The Honorable Amy Collins
1030 Muriel Boulevard
LaBelle, FL 33935

Account Number: 40165

Dear Ms. Collins,

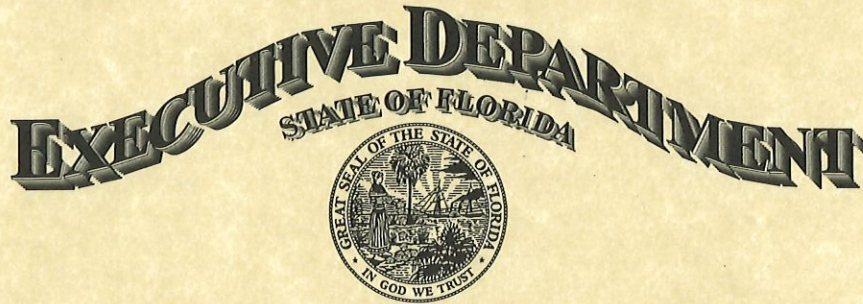
Congratulations on your election as Tax Collector, Hendry County.

Pursuant to section 114.05, Florida Statutes, enclosed is your commission.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Byrd", is written over a faint circular stamp.

Secretary of State



In the Name and by the Authority of the

STATE OF FLORIDA

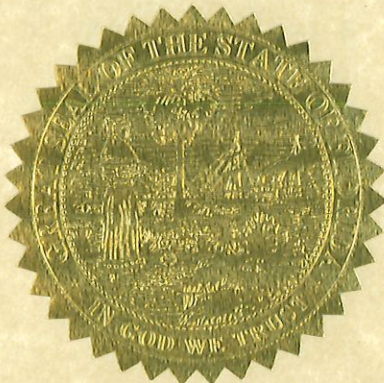
I, Ron DeSantis, Governor of Florida, by virtue of the authority vested in me by the Constitution and Laws of this State, do hereby commission

Amy Collins

who was duly elected on the Fifth day of November, A.D., 2024, to be

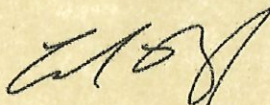
**Tax Collector,
Hendry County**

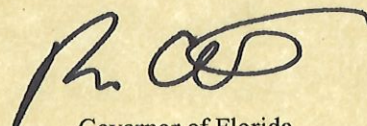
for a term beginning on the Seventh day of January, A.D., 2025, until the First day of January, A.D., 2029, according to the Constitution and Laws of the State and in the Name of the People of the State of Florida to have, hold and exercise the said office, and all the powers and responsibilities appertaining thereto, and to receive the privileges and emoluments thereof in accordance with the law.



In Testimony Whereof, I do hereunto set my hand and cause to be affixed the Great Seal of the State, at Tallahassee, the Capital, this the Twentieth day of November, A.D., 2024, and of the Independence of the United States the Two Hundred and Forty-Ninth year.

ATTEST:


Secretary of State


Governor of Florida



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Christopher Bennett		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Osceola		Job Title:	Assistant Branch Administrator
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>		Reinstatement: <input type="checkbox"/>	
Certification Date:	02/01/25		

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: 05/08/14	To: Present
From:	To:

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

Business email address: cbennett@osceola.org

Business phone number: 407-742-4000

Job title: Assistant Branch Administrator

Employed by: Osceola County Tax Collector

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

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

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

Employer: Osceola County Tax Collector

Your Title: Assistant Branch Administrator

Employment Dates: 05/08/2014 - Present

Employer:

Your Title:

Employment Dates:

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

No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C	TCC501 - Duties & Responsibilities	30	TCC0036C	TCC503 - Collection and Distribution	30
TC-0041C	TCC502 - Management of a Florida TC Office	30	TC-0042C	TCC504 - 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: 1/7/25

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.

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

Certifies that

Christopher Michael Bennett

has successfully completed

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

Course Number: TC-0040C

February 27 - March 1, 2024
30 credit hours



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

Certifies that

Christopher Michael Bennett

has successfully completed

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

Course Number: TC-0042C

June 24-27, 2024
30 credit hours



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

Certifies that

Christopher Michael Bennett

has successfully completed

**TCC 502 - LEADERSHIP AND MANAGEMENT
SKILLS IN A FLORIDA TAX COLLECTOR'S
OFFICE**

Course Number: TC-0041C

October 23, 2024
30 credit hours



Congratulations,

Christopher Michael Bennett

on completing

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

Course Number: TC-0036C

on

January 7, 2025
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Nathaniel Lee Blair		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Walton	Job Title: Customer Service Representative		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	11/01/24		

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: 03/25/19	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:




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

DR-4001
N. 10/21
Rule 12D-16.002, F.A.C.
Effective 10/21
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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): Nathaniel Lee Blair					
Business email address: Nathanb@waltontaxcollector.com			Business phone number: (850)892-8121		
Job title: Customer Service Representative					
Employed by: Walton County Tax Collector's Office					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification, list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement, provide your current employer and employment dates.					
Employer: Walton County Tax Collector's Office					
Your Title: Customer Service Representative			Employment Dates: 03/25/2019 - current date		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C	Duties and Responsibilities of Florida Tax Collectors	30	TC-0036C	Collection and Distribution of Property Taxes and Special Assessments	30
TC-0041C	Leadership and Management Skills in a Florida Tax Collector's Office	30	TC-0042C	Collection of Licenses, Taxes, and Fees	30
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 			Date: 10/29/24		

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

Certifies that

Nathaniel Lee Blair

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

Nathaniel Lee Blair

has successfully completed

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

Course Number: TC-0042C

June 24-27, 2024
30 credit hours



Congratulations,

Nathaniel Lee Blair

on completing

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

Course Number: TC-0036C

on

September 13, 2024
30 credit hours



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

Certifies that

Nathaniel Lee Blair

has successfully completed

**TCC 502 - LEADERSHIP AND MANAGEMENT
SKILLS IN A FLORIDA TAX COLLECTOR'S
OFFICE**

Course Number: TC-0041C

October 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:	Leanda Byron		
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:	12/01/24		

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: 11/04/13	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
90-hours per 12D-19.003(3)(b)		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 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
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 - Birth Certificates	0.50	Attended Course
AAMVA - Canadian Birth Certificates, Drive and Vehicle Documents	0.75	Attended Course
AAMVA - People and Actions	0.75	Attended Course
AAMVA - Military ID Cards	0.50	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
Total Hours	113	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Notes: Total hours: 121.08



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Leanda Byron
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:	12/01/24

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: 11/04/13	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 Fraud	1	Attended Course
AAMVA - Introduction to Covert Features	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Security Features	1	Attended Course
AAMVA - Canadian Travel, Citizenship and Immigration Documents	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 - Vehicle Identification Documents	0.83	Attended Course
Total Hours	8.08	

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/Coffical_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): Leanda Byron					
Business email address: byronl@hillstax.org				Business phone number: 813.635.5224	
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: 11/04/2013 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	TC0042	TCC504 Collection of Licenses, Taxes, ar	30
TC0040	TCC501 Duties and Responsibilities of FL	30	TC0038	TCC002 Effective Decision Making in the	10
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 12/03/24	



DR-4001
N. 10/21
Rule 12D-16.002, F.A.C.
Effective 10/21
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**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): Leanda Byron

Business email address: byronl@hillstax.org

Business phone number: 813.635.5224

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: 11/04/2013 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
TC0039	TCC003 Customer Service Training	5	TC0018C	CDL 2024 Module 1 - Intro to CDL Licensi	2.5
TC0019	CDL 2024 Module 2 - Overview of the CD	.75	TC0020C	CDL 2024 Module 3 - CDL Knowledge Te	.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:

Leanda Byron

Date:

12/03/24



**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

☒ **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): **Leanda Byron**

Business email address: **byronl@hillstax.org**

Business phone number: **813.635.5224**

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: **11/04/2013 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
TC00210	CDL 2024 Module 4 - CKE End-of-Course	.75	TC00050	Birth Certificates	.50
TC00060	Canadian Birth Certificates, Driver, and Vehicle	.75	TC00130	People and Actions	.75

Applicant Signature

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

Signature:

Leanda Byron

Date:

12/03/24



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

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N. 10/21
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Effective 10/21
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Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

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

Reason for Applying

☒ **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): Leanda Byron

Business email address: byronl@hillstax.org

Business phone number: 813.635.5224

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: 11/04/2013 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
TC00120	Military ID Cards	.50	TC0011C	Mexican Documents	.75
TC00100	Introduction to Fraud	1.00	TC0009C	Introduction to Covert Features	.75

Applicant Signature

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

Signature:

Leanda Byron

Date:

12/03/24



**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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Applicant Information

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

Business email address: **byronl@hillstax.org**

Business phone number: **813.635.5224**

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: **11/04/2013 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
TC00020	Driver Licenses and ID Cards	.75	TC00010	Counterfeits and Alterations	.75
TC00140	Security Features	1.00	TC00070	Canadian Travel, Citizenship, and Immigr.	1.00

Applicant Signature

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

Signature:

Leanda Byron

Date:

12/03/24

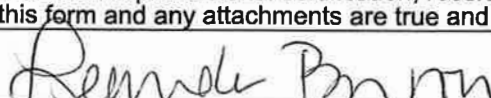


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Reason for Applying					
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Applicant Information					
Applicant's name (as you would like it to appear on the certificate): Leanda Byron					
Business email address: byronl@hillstax.org			Business phone number: 813.635.5224		
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: 11/04/2013 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
TC00150	Social Security Cards	.50	TC00160	Travel Documents	.75
TC00170	US Immigration Documents	.75	TC00030	Vehicle Identification Documents	.60
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I 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: 12/03/24		

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

Certifies that

Leanda Byron

has successfully completed

**TCC 502 - LEADERSHIP AND MANAGEMENT
SKILLS IN A FLORIDA TAX COLLECTOR'S
OFFICE**

Course Number: TC-0041C

October 4, 2024
30 credit hours



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

Certifies that

Leanda Byron

has successfully completed

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

Course Number: TC-0042C

June 21-24, 2022
30 credit hours



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

Certifies that

Leanda Byron

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,

Leanda Byron

on completing

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

Course Number: TC-0038C

on

October 28, 2024
10 credit hours



Congratulations,

Leanda Byron

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

November 27, 2024
5 credit hours



FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to:

LEANDA BYRON

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: 3/6/2024

TC 0018C

FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to
LEANDA BYRON
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: 3/7/2024

TC0019C

FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to
LEANDA BYRON
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: 3/7/2024

TC0020C

FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to
LEANDA BYRON
for the successful completion of
AAMVA CDL 2024: Module 4 - CKE End-of-Course Exam Overview
by External Training
0 Hours 45 Minutes

Date of Course Completion: 3/7/2024

TC0021C

FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to
LEANDA BYRON
for the successful completion of
AAMVA FDR 2024: Birth Certificates
by External Training
0 Hours 30 Minutes

Date of Course Completion: 3/7/2024

TC0005C

FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to
LEANDA BYRON
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: 3/7/2024

TC0006C

FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to
LEANDA BYRON
for the successful completion of
AAMVA FDR 2024: People and Actions
by External Training
0 Hours 45 Minutes

Date of Course Completion: 3/26/2024

TC0013C

FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to
LEANDA BYRON
for the successful completion of
AAMVA FDR 2024: Military ID Cards
by External Training
0 Hours 30 Minutes

Date of Course Completion: 3/26/2024

TC0012C

FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to
LEANDA BYRON
for the successful completion of
AAMVA FDR 2024: Mexican Documents
by External Training
0 Hours 45 Minutes

Date of Course Completion: 3/26/2024

TC0011C

FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to
LEANDA BYRON
for the successful completion of
AAMVA FDR 2024: Introduction to Fraud
by External Training
1 Hours 0 Minutes

Date of Course Completion: 3/26/2024

TC 0010C

FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to
LEANDA BYRON
for the successful completion of
AAMVA FDR 2024: Introduction to Covert Features
by External Training
0 Hours 45 Minutes

Date of Course Completion: 3/26/2024

TC0009C

FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to
LEANDA BYRON
for the successful completion of
AAMVA FDR 2024: Driver Licenses and ID Cards
by External Training
0 Hours 45 Minutes

Date of Course Completion: 3/12/2024

TC0002C

FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to
LEANDA BYRON
for the successful completion of
AAMVA FDR 2024: Counterfeits and Alterations
by External Training
0 Hours 45 Minutes

Date of Course Completion: 3/12/2024

TC0001C

FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to
LEANDA BYRON
for the successful completion of
AAMVA FDR 2024: Security Features
by External Training
1 Hours 0 Minutes

TC0014C

Date of Course Completion: 3/26/2024

FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to
LEANDA BYRON
for the successful completion of
AAMVA FDR 2024: Canadian Travel, Citizenship, and Immigration Docs
by External Training
1 Hours 0 Minutes

TC0007C

Date of Course Completion: 3/26/2024

FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to
LEANDA BYRON
for the successful completion of
AAMVA FDR 2024: Social Security Cards
by External Training
0 Hours 30 Minutes

TC0015C

Date of Course Completion: 3/26/2024

FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to
LEANDA BYRON
for the successful completion of
AAMVA FDR 2024: Travel Documents
by External Training
0 Hours 45 Minutes

TC0016C

Date of Course Completion: 3/26/2024

FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to
LEANDA BYRON
for the successful completion of
AAMVA FDR 2024: US Immigration Documents
by External Training
0 Hours 45 Minutes

TC0017C

Date of Course Completion: 3/26/2024

FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to
LEANDA BYRON
for the successful completion of
AAMVA FDR 2024: Vehicle Identification Documents
by External Training
0 Hours 50 Minutes

TC003C

Date of Course Completion: 3/26/2024



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Arletty Morffi Castro		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Hillsborough	Job Title: Supervisor		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	11/01/24		

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

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 503 Collection & Distribution of Property Taxes and Special Assessments	30	Attended Course
90-hours per 12D-19.003(3)(b)		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
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 - 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 - Internal Fraud for Staff	0.75	Attended Course
AAMVA - Introduction to Covert Features	0.75	Attended Course
Total Hours	114.25	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Notes: Total Hours = 121.08



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Arletty Morffi Castro		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Hillsborough	Job Title: Supervisor		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	11/01/24		

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

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
90-hours per 12D-19.003(3)(b)		
AAMVA - 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 - U.S. Immigration Documents	0.83	Attended Course
Total Hours	6.83	

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




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

DR-4001
N. 10/21
Rule 12D-16.002, F.A.C.
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Reason for Applying					
<input 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): Arletty Morffi Castro					
Business email address: morfficastror@hillstax.org			Business phone number: 813.635.5228		
Job title: Supervisor					
Employed by: Hillsborough County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: Hillsborough County Tax Collector					
Your Title: Supervisor			Employment Dates: 02/26/2018 to Present		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0005C	Birth Certificates	.50	TC0006C	Canadian Birth Certificates, Driver, and Vehicle	.75
TC0007C	Canadian Travel, Citizenship, and Immigration	1	TC0018C	CDL 2024 Module 1 Introduction to CDL License	2.50
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 11/1/2024	

RECEIVED

NOV 19 2024

Florida Dept of Revenue
Property Tax Oversight




**Application for
Florida Professional Certification**
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Applicant Information					
Applicant's name (as you would like it to appear on the certificate): Arletty Morffi Castro					
Business email address: morfficastroa@hillstax.org			Business phone number: 813.635.5228		
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:					
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Employer: Hillsborough County Tax Collector					
Your Title: Supervisor			Employment Dates: 02/26/2018 to Present		
Employer:					
Your Title:			Employment Dates:		
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No.	Course Title	Hours	No.	Course Title	Hours
TC0019	CDL 2024 Module 2 - Overview of the CD	.75	TC0020	CDL 2024 Module 3 CDL Knowledge Tes	.75
TC0021	CDL 2024 Module 4 - CKE End-of-Course	.75	TC0001	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: 11/1/2024	



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

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Applicant Information

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

Business email address: morfficastroa@hillstax.org Business phone number: 813.635.5228

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

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Employer: Hillsborough County Tax Collector

Your Title: Supervisor Employment Dates: 02/26/2018 to Present

Employer:

Your Title: Employment Dates:

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No.	Course Title	Hours	No.	Course Title	Hours
TC00080	Internal Fraud for Staff	.75	TC00090	Introduction to Covert Features	.75
TC00100	Introduction to Fraud	1	TC00110	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:

11/1/2024




**Application for
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Effective 10/21
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Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

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

Reason for Applying					
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
Applicant Information					
Applicant's name (as you would like it to appear on the certificate): Arletty Morffi Castro					
Business email address: morfficastror@hillstax.org			Business phone number: 813.635.5228		
Job title: Supervisor					
Employed by: Hillsborough County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: Hillsborough County Tax Collector					
Your Title: Supervisor			Employment Dates: 02/26/2018 to Present		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC00120	Military ID Cards	.50	TC00130	People and Actions	.75
TC00140	Security Features	1	TC00150	Social Security Cards	.50
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 11/1/2024	



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

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

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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): Arletty Morffi Castro					
Business email address: morfficastroa@hillstax.org			Business phone number: 813.635.5228		
Job title: Supervisor					
Employed by: Hillsborough County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: Hillsborough County Tax Collector					
Your Title: Supervisor			Employment Dates: 02/26/2018 to Present		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC00150	Travel Documents	.75	TC0017C	US Immigration Documents	.75
TC00030	Vehicle Identification Documents	.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: 				Date: 11/1/2024	




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

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Rule 12D-16.002, F.A.C.
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Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

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

Reason for Applying					
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
Applicant Information					
Applicant's name (as you would like it to appear on the certificate): Arletty Morffi Castro					
Business email address: morfficastror@hillstax.org				Business phone number: 813.635.5228	
Job title: Supervisor					
Employed by: Hillsborough County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: Hillsborough County Tax Collector					
Your Title: Supervisor				Employment Dates: 02/26/2018 to Present	
Employer:					
Your Title:				Employment Dates:	
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0041	TCC502 Management of a Florida Tax Co	30	TC0037C	TCC001 Bankruptcy	15
TC0036	TCC503 Collection & Distribution of Prope	30	TC0042C	TCC504 Collection of Licenses, Taxes, ar	30
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 11/1/2024	

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

Certifies that

Arletty Morffi Castro

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,

Arletty Morffi Castro

on completing

TCC 001 - BANKRUPTCY
Course Number: TC-0037C

on

March 8, 2024
15 credit hours



Congratulations,

Arletty Morffi Castro

on completing

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

Course Number: TC-0036C

on

October 31, 2024
30 credit hours



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

Certifies that

Arletty Morffi Castro

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

ARLETTY MORFFI CASTRO

for the successful completion of

AAMVA FDR 2024: Birth Certificates

by External Training

0 Hours 30 Minutes

TC-0005C

Date of Course Completion: 3/6/2024

FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

iLearn

This certificate is awarded to

ARLETTY MORFICASTRO

for the successful completion of

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

by External Training

0 Hours 45 Minutes

TC-0006C

Date of Course Completion: 3/25/2024

This certificate is awarded to

ARLETTY MORFICASTRO

for the successful completion of

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

by External Training

1 Hours 0 Minutes

TC-0007C

Date of Course Completion: 3/25/2024

This certificate is awarded to

ARLETTY MORFICASTRO

for the successful completion of

AAMVA CDL 2024: Module 1 - Introduction to CDL Licensing

by External Training

2 Hours 30 Minutes

TC-0018C

Date of Course Completion: 6/5/2024

This certificate is awarded to

ARLETTY MORFICASTRO

for the successful completion of

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

by External Training

0 Hours 45 Minutes

TC-0019C

Date of Course Completion: 6/5/2024

This certificate is awarded to

ARLETTY MORFICASTRO

for the successful completion of

AAMVA CDL 2024: Module 3 - CDL Knowledge Tests Overview

by External Training

0 Hours 45 Minutes

TC-0020C

Date of Course Completion: 6/10/2024

This certificate is awarded to

ARLETTY MORFICASTRO

for the successful completion of

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

by External Training

0 Hours 45 Minutes

TC-0021C

Date of Course Completion: 6/10/2024

This certificate is awarded to

ARLETTY MORFICASTRO

for the successful completion of

AAMVA FDR 2024: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

TC-0001C

Date of Course Completion: 3/27/2024



This certificate is awarded to

ARLETTY MORFICASTRO

for the successful completion of

AAMVA FDR 2024: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

TC-0008C

Date of Course Completion: 5/28/2024



This certificate is awarded to

ARLETTY MORFICASTRO

for the successful completion of

AAMVA FDR 2024: Introduction to Covert Features

by External Training

0 Hours 45 Minutes

TC-0009C

Date of Course Completion: 4/17/2024



This certificate is awarded to

ARLETTY MORFICASTRO

for the successful completion of

AAMVA FDR 2024: Introduction to Fraud

by External Training

1 Hours 0 Minutes

TC-0010C

Date of Course Completion: 4/18/2024



This certificate is awarded to

ARLETTY MORFICASTRO

for the successful completion of

AAMVA FDR 2024: Mexican Documents

by External Training

0 Hours 45 Minutes

TC 0011C

Date of Course Completion: 4/18/2024



This certificate is awarded to

ARLETTY MORFICASTRO

for the successful completion of

AAMVA FDR 2024: Military ID Cards

by External Training

0 Hours 30 Minutes

TC-0012C

Date of Course Completion: 4/18/2024



This certificate is awarded to

ARLETTY MORFICASTRO

for the successful completion of

AAMVA FDR 2024: People and Actions

by External Training

0 Hours 45 Minutes

TC-0013C

Date of Course Completion: 4/18/2024

This certificate is awarded to

ARLETTY MORFICASTRO

for the successful completion of

AAMVA FDR 2024: Security Features

by External Training

1 Hours 0 Minutes

TC-0014C

Date of Course Completion: 5/8/2024

This certificate is awarded to

ARLETTY MORFICASTRO

for the successful completion of

AAMVA FDR 2024: Social Security Cards

by External Training

0 Hours 30 Minutes

TC-0015C

Date of Course Completion: 5/20/2024

This certificate is awarded to

ARLETTY MORFICASTRO

for the successful completion of

AAMVA FDR 2024: Travel Documents

by External Training

0 Hours 45 Minutes

TC-0016C

Date of Course Completion: 5/23/2024

This certificate is awarded to

ARLETTY MORFICASTRO

for the successful completion of

AAMVA FDR 2024: US Immigration Documents

by External Training

0 Hours 45 Minutes

TC-0017C

Date of Course Completion: 5/28/2024

This certificate is awarded to

ARLETTY MORFICASTRO

for the successful completion of

AAMVA FDR 2024: Vehicle Identification Documents

by External Training

0 Hours 50 Minutes

TC-0003C

Date of Course Completion: 5/28/2024



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Jennifer Castro
Previous Name(s)(if applicable):	
Documentation Included:	
County: Hillsborough	Job Title: Cheif Deputy Tax Collector
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	01/01/25

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: 02/22/21	To: Present
From: 4/16/01	To: 1/5/20

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 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

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

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Reason for Applying					
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
Applicant Information					
Applicant's name (as you would like it to appear on the certificate): Jennifer Castro					
Business email address: castro@hillstax.org			Business phone number: 813.635.5254		
Job title: Chief Deputy Tax Collector					
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: Chief Deputy Tax Collector			Employment Dates: 02/22/2021 to Present		
Employer: Hillsborough County Tax Collector					
Your Title: HR Director			Employment Dates: 04/16/2001 to 01/05/2020		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or 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	TCC501 Duties and Responsibilities of FL	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: 12/5/2024		




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

DR-4001
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Page 1 of 2

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

Reason for Applying					
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
Applicant Information					
Applicant's name (as you would like it to appear on the certificate): Jennifer Castro					
Business email address: castro@hillstax.org			Business phone number: 813.635.5254		
Job title: Chief Deputy Tax Collector					
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: Chief Deputy Tax Collector			Employment Dates: 02/22/2021 to Present		
Employer: Hillsborough County Tax Collector					
Your Title: HR Director			Employment Dates: 04/16/2001 to 01/05/2020		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or 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 Rep	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: 12/15/2024	

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

Certifies that

Jennifer Castro

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

Jennifer Castro

has successfully completed

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

Course Number: TC-0040C

February 7-10, 2022
30 credit hours



Congratulations,

Jennifer Castro

on completing

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

Course Number: TC-0036C

on

September 7, 2024
30 credit hours



Congratulations,

Jennifer Castro

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

June 19, 2024
15 credit hours



Congratulations,

Jennifer Castro

on completing

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

Course Number: TC-0038C

on

November 10, 2024
10 credit hours



Congratulations,

Jennifer Castro

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

December 5, 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:	Joanne Chery		
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:	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: 01/29/07	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:



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OCT 28 2024

DR-4001
N. 10/21
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Effective 10/21
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**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

Florida Dept of Revenue
Property Tax Oversight

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one 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): Joanne Chery

Business email address: cheryj@hillstax.org

Business phone number: 813.635.5210 ext 5444

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:

☐ 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: Customer Service Rep

Employment Dates: 01/29/2007 to Present

Employer:

Your Title:

Employment Dates:

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

No.	Course Title	Hours	No.	Course Title	Hours
TC0042	TCC504 Collection of Licenses, Taxes, ar	30	TC0041C	TCC502 Leadership and Management Sk	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:

10/2/24

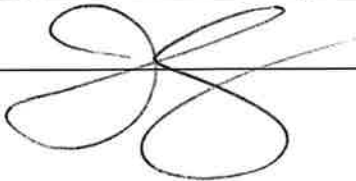


**Application for
Florida Professional Certification**
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Property Tax Oversight Certification and Training Online Registration at
http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx

Reason for Applying					
<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): Joanne Chery					
Business email address: cheryj@hillstax.org			Business phone number: 813.635.5210 ext 5444		
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: 01/29/2007 to Present		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC00370	TCC001 Bankruptcy	15	TC00380	TCC002 Effective Decision-Making in the	10
TC00390	TCC003 Customer Service Training	5	TC00360	TCC503 Collection and Distribution of Pro	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: 10/2/24	

Congratulations,

Joanne Chery

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

August 24, 2022
15 credit hours



Congratulations,

Joanne Chery

on completing

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

Course Number: TC-0038C

on

November 13, 2023
10 credit hours



Congratulations,

Joanne Chery

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

February 15, 2024
5 credit hours



Congratulations,

Joanne Chery

on completing

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

Course Number: TC-0036C

on

April 2, 2024
30 credit hours



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

Certifies that

Joanne Chery

has successfully completed

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

Course Number: TC-0042C

June 24-27, 2024
30 credit hours



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

Certifies that

Joanne Chery

has successfully completed

**TCC 502 - LEADERSHIP AND MANAGEMENT
SKILLS IN A FLORIDA TAX COLLECTOR'S
OFFICE**

Course Number: TC-0041C

September 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:	Petular Karen Clarke		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Dade	Job Title: Tax Record Specialist II		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	11/01/24		

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

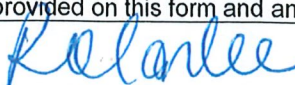


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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): PETULAR KAREN CLARKE					
Business email address: CLAP@MIAMIDADE.GOV			Business phone number: 305-375-4997		
Job title: TAX RECORD SPECIALIST II					
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 RECORD SPECIALIST II			Employment Dates: 04/01/2001-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-0038C	TCC 002-Effective Decision Making in The Workplace	10
TC-0039C	TCC 003-CUSTOMER SERVICE TRAINING	5	TC-0040C	TCC 501-Duties and Responsibilities of Florida Tax Collectors	30
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 				Date: 11/14/24	

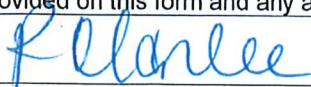


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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): PETULAR KAREN CLARKE					
Business email address: CLAP@MIAMIDADE.GOV			Business phone number: 305-375-4997		
Job title: TAX RECORD SPECIALIST II					
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 RECORD SPECIALIST II			Employment Dates: 04/01/2001-PRESENT		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0041C	TCC 502-Management Of A Florida Tax Collector's Office	30	TC-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: 11/14/24	

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



Certifies that

Petular Karen Clarke

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

Petular Karen Clarke

has successfully completed

DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS

TCC 501, 30 Hours

February 22-26, 2021

Congratulations,

Karen Clarke

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

May 11, 2024
5 credit hours



Congratulations,

Karen Clarke

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

May 16, 2024
15 credit hours



Congratulations,

Karen Clarke

on completing

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

Course Number: TC-0038C

on

June 9, 2024
10 credit hours



Congratulations,

Karen Clarke

on completing

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

Course Number: TC-0036C

on

October 14, 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:	Kandy Davidge
Previous Name(s)(if applicable):	
Documentation Included:	
County: Charlotte	Job Title: Technical Specialist II
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	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: 04/01/20	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
90-hours per 12D-19.003(3)(b)		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	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): KANDY DAVIDGE					
Business email address: Kandy.Davidge@charlottecountyfl.gov				Business phone number: 941-743-4176	
Job title: TECHNICAL SPECIALIST II					
Employed by: CHARLOTTE COUNTY TAX COLLECTOR					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: CHARLOTTE COUNTY TAX COLLECTOR					
Your Title: TECHNICAL SPECIALIST II				Employment Dates: 04/01/2020 - Present	
Employer:					
Your Title:				Employment Dates:	
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C	TCC 501 – Duties and Responsibilities 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-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: Kandy Davidge		Digitally signed by Kandy Davidge Date: 2024.10.14 16:35:21 -04'00'		Date: 10/14/2024	

Congratulations,
Kandy Davidge

on completing

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

Course Number: TC-0036C

on

June 17, 2022
30 credit hours



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

Certifies that

Kandy Davidge

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

Kandy Davidge

has successfully completed

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

Course Number: TC-0042C

June 24-27, 2024
30 credit hours



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

Certifies that

Kandy Davidge

has successfully completed

**TCC 502 - LEADERSHIP AND MANAGEMENT
SKILLS IN A FLORIDA TAX COLLECTOR'S
OFFICE**

Course Number: TC-0041C

September 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:	Alessia E. Davidson		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Volusia	Job Title: Information Systems Analyst		
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: 09/28/21	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 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
Total Hours	120	

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



**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): Alessia E. Davidson					
Business email address: adavidson@vctaxcollector.org				Business phone number: 386-679-4717	
Job title: Information Systems Analyst					
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: Will Roberts, Volusia County Tax Collector					
Your Title: Information Systems Analyst				Employment Dates: 9/28/2021 to Present	
Employer:					
Your Title:				Employment Dates:	
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0037C	TCC001 Bankruptcy	15	TC0038C	TCC002 Effective Decision Making in Workplace	10
TC0039C	TCC003 Customer Service Training	5	TC0041C	TC502 Leadership and Mgmt. Skills in FL Tax Collector 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: <i>Alessia Davidson</i>				Date: 10/01/2024	



**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): Alessia E. Davidson					
Business email address: adavidson@vctaxcollector.org			Business phone number: 386-679-4717		
Job title: Information Systems Analyst					
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: Will Roberts, Volusia County Tax Collector					
Your Title: Information Systems Analyst			Employment Dates: 9/28/2021 to Present		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0036C	TCC503 Collection & Distrubtion-Property Taxes	30	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: <i>Alessia Davidson</i>				Date: 10/01/2024	

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Alessia E. Davidson

has successfully completed

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

Course Number: TC-0042C

June 16-21, 2023
30 credit hours



Congratulations,

Alessia E. Davidson

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

October 18, 2023
15 credit hours



Congratulations,

Alessia E. Davidson

on completing

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

Course Number: TC-0038C

on

November 30, 2023
10 credit hours



Congratulations,

Alessia E. Davidson

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

February 20, 2024

5 credit hours



Congratulations,

Alessia E. Davidson

on completing

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

Course Number: TC-0036C

on

April 16, 2024
30 credit hours



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

Certifies that

Alessia E. Davidson

has successfully completed

**TCC 502 - LEADERSHIP AND MANAGEMENT
SKILLS IN A FLORIDA TAX COLLECTOR'S
OFFICE**

Course Number: TC-0041C

September 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:	Raimundo Delgado		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Dade	Job Title: Assistant Tax Collector		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	12/01/24		

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: 11/14/22	To: Present
From:	To:

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

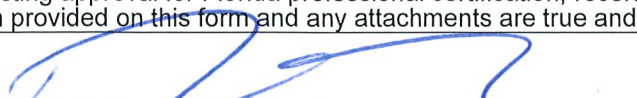


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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): Raimundo Delgado					
Business email address: Raimundo.Delgado@miamidade.gov			Business phone number: 305-375-1387		
Job title: Assistant Tax Collector					
Employed by: Miami-Dade County Office of the Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: Miami-Dade County Office of the Tax Collector					
Your Title: Assistant Tax Collector			Employment Dates: 11/14/2022 - Current		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C	TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	TC-0036C	TCC 503 Collection and Distribution of Property Taxes and Special Assessments	30
TC-0041C	TCC 502 - Leadership and Management Skills in a Florida Tax Collector's Office	30	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: 11/14/2024	




**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): Raimundo Delgado					
Business email address: Raimundo.Delgado@miamidade.gov			Business phone number: 305-375-1387		
Job title: Assistant Tax Collector					
Employed by: Miami-Dade County Office of the Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: Miami-Dade County Office of the Tax Collector					
Your Title: Assistant Tax Collector			Employment Dates: 11/14/2022 - Current		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-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: 11/14/2024	

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

Certifies that

Raimundo Delgado

has successfully completed

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

Course Number: TC-0040C

January 17-20, 2023
30 credit hours



Congratulations,

Raimundo Delgado

on completing

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

Course Number: TC-0038C

on

July 11, 2023
10 credit hours



Congratulations,

Raimundo Delgado

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

July 11, 2023
5 credit hours



Congratulations,

Raimundo Delgado

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

August 13, 2023
15 credit hours



Congratulations,

Raimundo Delgado

on completing

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

Course Number: TC-0036C

on

August 18, 2023

30 credit hours



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

Certifies that

Raimundo Delgado

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:	Kaeley Dillon		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Charlotte	Job Title: Internal Operations Specialist Part Time		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input type="checkbox"/>	Reinstatement: <input checked="" type="checkbox"/>		
Certification Date:	11/01/24		

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: 08/08/24	To: Present
From: 10/12/15	To: 7/8/24

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:



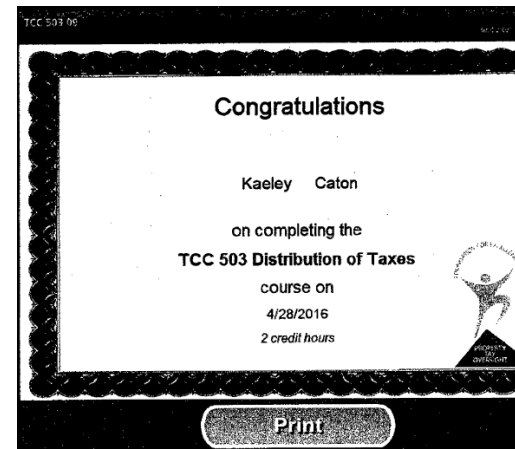
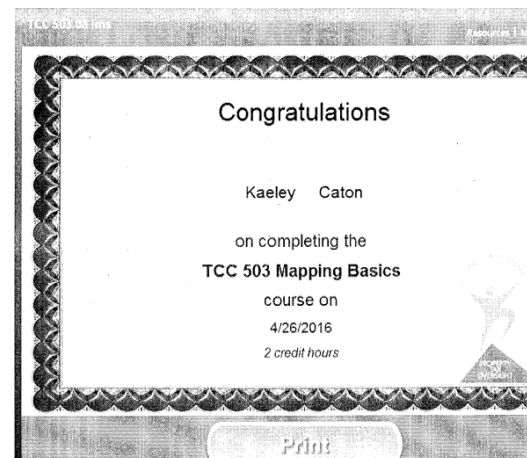
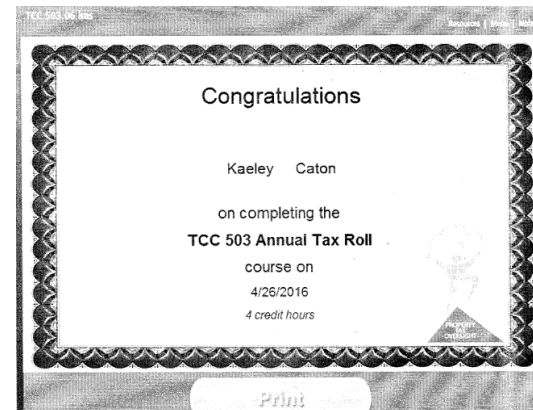
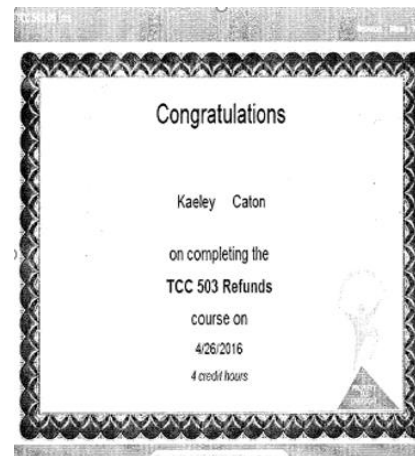
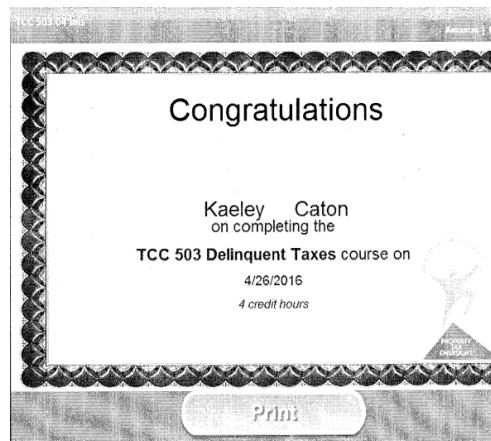
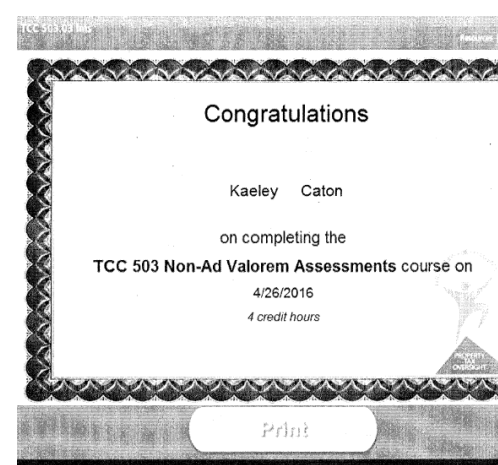
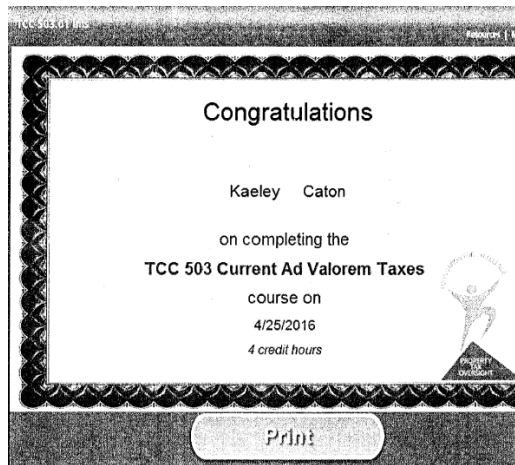
**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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 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): KAELEY DILLON					
Business email address: kaeley.dillon@charlottecountyfl.gov			Business phone number: 941-743-1347		
Job title: INTERNAL OPERATIONS SPECIALIST PART TIME					
Employed by: CHARLOTTE COUNTY TAX COLLECTOR					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: CHARLOTTE COUNTY TAX COLLECTOR					
Your Title: TECHNICAL SPECIALIST IV			Employment Dates: 10/12/2015-7/8/2024		
Employer: CHARLOTTE COUNTY TAX COLLECTOR					
Your Title: INTERNAL OPERATIONS SPECIALIST PART TIME			Employment Dates: 08/08/2024- PRESENT		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C	Duties and Responsibilities of Florida Tax Collectors	30	TC-0036C	Collection and Distribution of Property Taxes and Special Assessments	30
TC-0041C	Management of a Florida Tax Collector's Office	30	TC-0042C	Collection of Licenses, Taxes, and Fees	30
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: Kaeley Dillon		Digitally signed by Kaeley Dillon Date: 2024.10.18 09:24:11 -04'00'		Date: 10/18/2024	





The Florida Department of Revenue

certifies that

KAELEY DILLON

has successfully completed the requirements to be designated a

Certified Florida Collector Assistant

On this first day of February, 2018.

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



Certifies that

Kaeley Dillon

has successfully completed

DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS

TCC 501, 30 Hours

January 22-26, 2018

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team



Certifies that

Kaeley Dillon

has successfully completed

THE COLLECTION OF LICENSES, TAXES AND FEES

TCC 504, 30 Hours

July 6-29, 2020

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

Certifies that

Kaeley Dillon

has successfully completed

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

Course Number: TC-0041C

September 12-15, 2022
30 credit hours





Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Gregory Francois		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Osceola	Job Title: Assistant Branch Administrator		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	11/01/24		

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: 07/05/16	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:



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

**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): Gregory Francois

Business email address: gfrancois@osceola.org

Business phone number: 407-742-4000

Job title: Assistant Branch Administrator

Employed by: Osceola County Tax Collector

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

☐ Certified Florida Appraiser

☐ Certified Florida Evaluator

☐ Certified Cadastralist of Florida

☐ Certified Florida Collector

☒ Certified Florida Collector Assistant

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

Employer: Osceola County Tax Collector

Your Title: Assistant Branch Administrator

Employment Dates: 07/05/2016 - 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	TCC501 - Duties & Responsibilities	30	TCC0036C	TCC503 - Collection and Distribution	30
TC-0041C	TCC502 - Management of a Florida TC Office	30	TC-0042C	TCC504 - 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: 10/14/24

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.

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

Certifies that

Gregory Francois

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

Gregory Francois

has successfully completed

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

Course Number: TC-0042C

June 24-27, 2024
30 credit hours



Congratulations,

Gregory Francois

on completing

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

Course Number: TC-0036C

on

September 16, 2024
30 credit hours



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

Certifies that

Gregory Francois

has successfully completed

**TCC 502 - LEADERSHIP AND MANAGEMENT
SKILLS IN A FLORIDA TAX COLLECTOR'S
OFFICE**

Course Number: TC-0041C

October 3, 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:	Justina Gassera		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Charlotte	Job Title: Revenue Collection Specialist II		
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: 11/01/21	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 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 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): JUSTINA GASSERA					
Business email address: Justina.Gassera@charlottecountyfl.gov			Business phone number: 941-743-1556		
Job title: REVENUE COLLECTION SPECIALIST II					
Employed by: CHARLOTTE COUNTY TAX COLLECTOR					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: CHARLOTTE COUNTY TAX COLLECTOR					
Your Title: REVENUE COLLECTION SPECIALIST II			Employment Dates: 11/01/2021- Present		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C	TCC 501 – Duties and Responsibilities of 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-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: Justina Gassera		Digitally signed by Justina Gassera Date: 2024.10.14 10:00:35 -04'00'		Date: 10/14/2024	

Congratulations,

Justina Gassera

on completing

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

Course Number: TC-0036C

on

July 19, 2023
30 credit hours



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

Certifies that

Justina Gassera

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

Justina Gassera

has successfully completed

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

Course Number: TC-0042C

June 24-27, 2024
30 credit hours



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

Certifies that

Justina Gassera

has successfully completed

**TCC 502 - LEADERSHIP AND MANAGEMENT
SKILLS IN A FLORIDA TAX COLLECTOR'S
OFFICE**

Course Number: TC-0041C

September 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:	Rachel Hess		
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:	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: 03/21/22	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)		
FLHSMV - Heavy Vehicle Use Tax	1	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
FLHSMV - Driver License Preparatory Training (Online)	12	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
AAMVA - Birth Certificates	0.50	Attended Course
AAMVA - Canadian Birth Certificates, Drive and Vehicle Documents	0.75	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Canadian Travel, Citizenship and Immigration Documents	1	Attended Course
AAMVA - Internal Fraud for Staff	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Introduction to Covert Features	0.75	Attended Course
AAMVA - Introduction to Fraud	1	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
Total Hours	45	

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:	Rachel Hess		
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:	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: 03/21/22	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)		
AAMVA - Military ID Cards	0.50	Attended Course
AAMVA - People and Actions	0.75	Attended Course
TCC 003 - Customer Service Training	5	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 - Vehicle Identification Documents	0.83	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 - Information and Cyber Security Awareness Training	0.50	Attended Course
Total Hours	45.33	

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

Notes:



Name to Appear on Certificate:	Rachel Hess		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Lake	Job Title:Customer Representative II		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="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: 03/21/22	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)		
TCC 502 - Management of a Florida Tax Collector's Office	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

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one 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): Rachel Hess					
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: 3/21/2022 - 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 & 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: Rachel Hess				Date: October 4, 2024	



Application for
Florida Professional Certification
Property Tax Oversight Certification and Training

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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): Rachel Hess					
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: 3/21/2022 - 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: Rachel Hess				Date: October 4, 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): Rachel Hess					
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: 3/21/2022 - 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: Rachel Hess				Date: October 4, 2024	



Application for
Florida Professional Certification
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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): Rachel Hess					
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: 3/21/2022 - 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: Rachel Hess				Date: October 4, 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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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): Rachel Hess					
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: 3/21/2022 - 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: Rachel Hess				Date: October 4, 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					
<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): Rachel Hess					
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: 3/21/2022 - 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			
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: Rachel Hess				Date: October 4, 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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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;">Rachel Hess</div>					
Business email address: <div style="text-align: right;">n/a</div>				Business phone number: <div style="text-align: right;">352-343-9602</div>	
Job title: Customer Representative II					
Employed by: <div style="text-align: right;">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; 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: 3/21/2022 - 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 Collect. & Dist. of Prop Taxes & SA	30	TC 0038C	TCC 002 Effective Decision Making	10
TC 0037C	TCC 001 Bankruptcy	15	TC 0039C	TCC 003 Customer Service Training	5
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: <div style="font-family: cursive; font-size: 1.2em;">Rachel Hess</div>				Date: October 4, 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;">Rachel Hess</div>					
Business email address: <div style="text-align: right;">n/a</div>			Business phone number: <div style="text-align: right;">352-343-9602</div>		
Job title: Customer Representative II					
Employed by: <div style="text-align: right;">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; 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: 3/21/2022 - 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 Ldshp & Mgmt Skills in FL TC'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: <div style="font-family: cursive; font-size: 1.2em;">Rachel Hess</div>				Date: <div style="text-align: right;">October 4, 2024</div>	



This certificate is awarded to

RACHEL HESS

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

12 Hours

Date of Course Completion: 4/5/2022

This certificate is awarded to

RACHEL HESS

for the successful completion of

Heavy Vehicle Use Tax (HVUT) - 2021

by FLHSMV

1 Hours 0 Minutes

Congratulations,

Rachel Hess

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

March 1, 2024

15 credit hours



Congratulations,

Rachel Hess

on completing

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

Course Number: TC-0038C

on

April 16, 2024
10 credit hours



This certificate is awarded to

RACHEL HESS

for the successful completion of

AAMVA FDR 2024: Birth Certificates

by External Training

0 Hours 30 Minutes

This certificate is awarded to

RACHEL HESS

for the successful completion of

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

by External Training

0 Hours 45 Minutes

This certificate is awarded to

RACHEL HESS

for the successful completion of

AAMVA FDR 2024: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

This certificate is awarded to

RACHEL HESS

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: 4/23/2024

This certificate is awarded to

RACHEL HESS

for the successful completion of

AAMVA FDR 2024: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

This certificate is awarded to

RACHEL HESS

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

RACHEL HESS

for the successful completion of

AAMVA FDR 2024: Introduction to Covert Features

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/26/2024

This certificate is awarded to

RACHEL HESS

for the successful completion of

AAMVA FDR 2024: Introduction to Fraud

by External Training

1 Hours 0 Minutes

Date of Course Completion: 4/30/2024

This certificate is awarded to

RACHEL HESS

for the successful completion of

AAMVA FDR 2024: Mexican Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/30/2024

This certificate is awarded to

RACHEL HESS

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

RACHEL HESS

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

Congratulations,

Rachel Hess

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

May 8, 2024
5 credit hours



This certificate is awarded to

RACHEL HESS

for the successful completion of

AAMVA FDR 2024: Security Features

by External Training

1 Hours 0 Minutes

Date of Course Completion: 5/15/2024

This certificate is awarded to

RACHEL HESS

for the successful completion of

AAMVA FDR 2024: Social Security Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 5/15/2024

This certificate is awarded to

RACHEL HESS

for the successful completion of

AAMVA FDR 2024: Travel Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 5/15/2024

This certificate is awarded to

RACHEL HESS

for the successful completion of

AAMVA FDR 2024: US Immigration Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 5/17/2024

This certificate is awarded to

RACHEL HESS

for the successful completion of

AAMVA FDR 2024: Vehicle Identification Documents

by External Training

0 Hours 50 Minutes

Date of Course Completion: 5/21/2024

This certificate is awarded to

RACHEL HESS

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: 5/23/2024

Congratulations,

Rachel Hess

on completing

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

Course Number: TC-0036C

on

May 30, 2024
30 credit hours



This certificate is awarded to

RACHEL HESS

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: 6/6/2024

This certificate is awarded to

RACHEL HESS

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: 6/6/2024

This certificate is awarded to

RACHEL HESS

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: 6/6/2024

This certificate is awarded to

RACHEL HESS

for the successful completion of

Information and Cyber Security Awareness for External Entities - 2024

by FLHSMV

0 Hours 30 Minutes

Date of Course Completion: 7/12/2024

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Rachel Hess

has successfully completed

TCC 502 - LEADERSHIP AND MANAGEMENT SKILLS IN A FLORIDA TAX COLLECTOR'S OFFICE

Course Number: TC-0041C

September 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:	Tori Hinson		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Walton	Job Title: Customer Service Representative		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	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: 11/02/20	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
90-hours per 12D-19.003(3)(b)		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	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): Tori Hinson					
Business email address: Tori@waltontaxcollector.com			Business phone number: (850)892-8121		
Job title: Customer Service Representative					
Employed by: Walton County Tax Collector's Office					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: Walton County Tax Collector's Office					
Your Title: Customer Service Representative			Employment Dates: 11/02/2020 - current date		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C	Duties and Responsibilities of Florida Tax Collectors	30	TC-0036C	Collection and Distribution of Property Taxes and Special Assessments	30
TC-0041C	Leadership and Management Skills in a Florida Tax Collector's Office	30	TC-0042C	Collection of Licenses, Taxes, and Fees	30
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: Tori Hinson				Date: 10/13/24	

10/14/24

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

Certifies that

Tori Hinson

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

Tori Hinson

has successfully completed

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

Course Number: TC-0042C

June 24-27, 2024
30 credit hours



Congratulations,

Tori Hinson

on completing

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

Course Number: TC-0036C

on

September 12, 2024
30 credit hours



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

Certifies that

Tori Hinson

has successfully completed

**TCC 502 - LEADERSHIP AND MANAGEMENT
SKILLS IN A FLORIDA TAX COLLECTOR'S
OFFICE**

Course Number: TC-0041C

September 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:	Cendy Krier
Previous Name(s)(if applicable):	
Documentation Included:	
County: Volusia	Job Title: Motorist Services Branch Manager
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	11/01/24

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: 11/20/12	To: Present
From:	To:

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

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

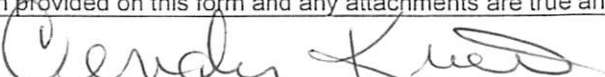


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

DR-4001
N. 10/21
Rule 12D-16.002, F.A.C.
Effective 10/21
Page 1 of 2
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): Cendy Krier					
Business email address: ckrier@vctaxcollector.org			Business phone number: 386-257-6000 ext. 13105		
Job title: Motorist Services Branch Manager					
Employed by: Office of Will Roberts, Volusia County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: Office of Will Roberts, Volusia County Tax Collector					
Your Title: Motorist Services Branch Manager			Employment Dates: 11/20/2012 - 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	TC0039C	Customer Service Training	5
TC0038C	Effective Decision Making in Workplace	10	TC0041C	Leadership & Mgmt. Skills in FL Tax Collector's Office	30
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 			Date: 10-8-24		

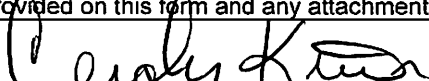


**Application for
Florida Professional Certification
Property Tax Oversight Certification and Training**

DR-4001
N. 10/21
Rule 12D-16.002, F.A.C.
Effective 10/21
Page 2 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): Cendy Krier					
Business email address: ckrier@vctaxcollector.org			Business phone number: 386-257-6000 ext. 13105		
Job title: Motorist Services Branch Manager					
Employed by: Office of Will Roberts, Volusia County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: Office of Will Roberts, Volusia County Tax Collector					
Your Title: Motorist Services Branch Manager			Employment Dates: 11/20/2012 - 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
TC0036C	Collection & Distribution of Property Taxes & 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: 10/8/24	

Congratulations,

Cendy Krier

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

August 21, 2023
15 credit hours



Congratulations,

Cendy Krier

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

October 31, 2023

5 credit hours



Congratulations,

Cendy Krier

on completing

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

Course Number: TC-0038C

on

December 22, 2023
10 credit hours



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

Certifies that

Cendy Krier

has successfully completed

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

Course Number: TC-0042C

June 24-27, 2024
30 credit hours



Congratulations,

Cendy Krier

on completing

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

Course Number: TC-0036C

on

August 28, 2024
30 credit hours



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

Certifies that

Cendy Krier

has successfully completed

**TCC 502 - LEADERSHIP AND MANAGEMENT
SKILLS IN A FLORIDA TAX COLLECTOR'S
OFFICE**

Course Number: TC-0041C

October 7, 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:	Amberly Marie LeCouppte		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Monroe	Job Title: Customer Service Representative		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	11/01/24		

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: 06/15/20	To: Present
From:	To:

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

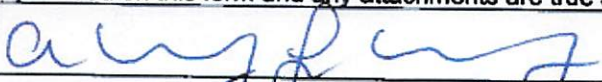


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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): Amberly Marie LeCointe					
Business email address: amlecointe@monroetaxcollector.com			Business phone number: 305-293-6338		
Job title: Customer Service Representative					
Employed by: Monroe Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation: <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Certified Florida Appraiser <input type="checkbox"/> Certified Florida Collector</div><div><input type="checkbox"/> Certified Florida Evaluator <input checked="" type="checkbox"/> Certified Florida Collector Assistant</div><div><input type="checkbox"/> Certified Cadastralist of Florida</div></div>					
Experience for Certification – If you are applying for your initial certification, list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida 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 Tax Collector					
Your Title: Customer Service Representative			Employment Dates: 06/15/2020 Till 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	COLLECTION OF LICENSES TAXES AND FEES	30	TC-0037C	BANKRUPTCY	15
TC-041C	MANAGEMENT OF FLORIDA TAX COLLECTORS OFFICE	30	TC-0038C	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: 10/04/2024		



**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): Amberly Marie LeCouppte					
Business email address: amlecouppte@monroetaxcollector.com			Business phone number: 305-293-6338		
Job title: Customer Service Representative					
Employed by: Monroe Tax Collector					
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 Tax Collector					
Your Title: Customer Service Representative			Employment Dates: 06/15/2020 Till 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 AND DISTRIBUTION OF PROPERTY TAXES AND SPECIAL ASSESSMENTS	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: Amberly Marie LeCouppte				Date: 10/04/2024	

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

Certifies that

Amberly Lecoumppte

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,

Amberly Lecoumppte

on completing

TCC 001 - BANKRUPTCY
Course Number: TC-0037C

on

March 5, 2024
15 credit hours



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

Certifies that

Amberly Lecoumppte

has successfully completed

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

Course Number: TC-0042C

June 24-27, 2024
30 credit hours



Congratulations,

Amberly Lecoumppte

on completing

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

Course Number: TC-0038C

on

August 21, 2024
10 credit hours



Congratulations,

Amberly Lecoumppte

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

September 16, 2024
5 credit hours



Congratulations,

Amberly Lecoumpte

on completing

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

Course Number: TC-0036C

on

October 3, 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:	Bethany Lee
Previous Name(s)(if applicable):	
Documentation Included:	
County: Indian River	Job Title: Assistant Branch Manager
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: 04/27/20	To: Present
From:	To:

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

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Notes: TCC 504 is credited as 30 hours per 12D-19.003(6)(a), Florida Administrative Code
 An applicant who wishes to qualify for an initial certification may challenge an examination and receive credit for the instructional course hours without taking the course provided the applicant passes the examination as determined by the course provider.



Application for Florida Professional Certification Property Tax Oversight Certification and Training

DR-4001
N. 10/21
Rule 12D-16.002, F.A.C.
Effective 10/21
Page 1 of 2
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): Bethany Lee					
Business email address: blee@irctax.com				Business phone number: 772-360-3372	
Job title: Assistant Branch Manager					
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: Assistant Branch Manager				Employment Dates: 4/27/2020 to present	
Employer:					
Your Title:				Employment Dates:	
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0042C	TCC-504 Collection of Licenses, Taxes and Fees	30	TC-0036C	TCC-603 Collection & Distribution of Property Taxes & Special Assessments	30
TC-0039C	TCC-603 Customer Service Training	5	TC-0041C	TCC-502 Leadership & Management Skills in a FL Tax Collector's office	30
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: <i>Bethany Lee</i>				Date: 10/15/24	



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): Bethany Lee					
Business email address: blee@lrctax.com			Business phone number: 772-360-3372		
Job title: Assistant Branch Manager					
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: Assistant Branch Manager			Employment Dates: 4/27/2020 to present		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0037C	TCC 001 Bankruptcy	15			
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: <i>Bethany Lee</i>			Date: 10/15/24		

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.

Congratulations,

Bethany K. Lee

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

June 3, 2024
15 credit hours



Congratulations,

Bethany K. Lee

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

June 3, 2024
5 credit hours



Congratulations,

Bethany K. Lee

on completing

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

Course Number: TC-0038C

on

June 4, 2024
10 credit hours



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

Certifies that

Bethany K. Lee

has completed

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

Course Number: TC-0042C

July 1, 2024
Challenged Exam



Congratulations,

Bethany K. Lee

on completing

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

Course Number: TC-0036C

on

August 28, 2024
30 credit hours



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

Certifies that

Bethany K. Lee

has successfully completed

**TCC 502 - LEADERSHIP AND MANAGEMENT
SKILLS IN A FLORIDA TAX COLLECTOR'S
OFFICE**

Course Number: TC-0041C

September 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:	Dianellys Lopez		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Hillsborough	Job Title: Tax and License Specialist		
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: 05/02/16	To: Present
From:	To:

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

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



RECEIVED

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

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

Florida Dept of Revenue
Property Tax Oversight

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one 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): Dianellys Lopez

Business email address: lopezd@hillstax.org

Business phone number: 813.635.5210 ext 5436

Job title: Tax & License Specialist

Employed by: Hillsborough County Tax Collector

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

☐ 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: Tax & License Specialist

Employment Dates: 05/02/2016 to Present

Employer:

Your Title:

Employment Dates:

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

No.	Course Title	Hours	No.	Course Title	Hours
TC0042	TCC504 Collection of Licenses, Taxes, ar	30	TC0041	TCC502 Leadership and Management Sk	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:

10/2/24

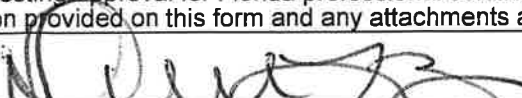


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one 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): Dianellys Lopez					
Business email address: lopezd@hillstax.org			Business phone number: 813.635.5210 ext 5436		
Job title: Tax & License Specialist					
Employed by: Hillsborough County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: Hillsborough County Tax Collector					
Your Title: Tax & License Specialist			Employment Dates: 05/02/2016 to Present		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC00370	TCC001 Bankruptcy	15	TC00380	TCC002 Effective Decision-Making in the	10
TC00390	TCC003 Customer Service Training	5	TC00360	TCC503 Collection and Distribution of Pro	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: 10/21/24	

Congratulations,

Dianellys Lopez

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

March 20, 2023
15 credit hours



Congratulations,

Dianellys Lopez

on completing

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

Course Number: TC-0038C

on

October 25, 2023
10 credit hours



Congratulations,

Dianellys Lopez

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

November 3, 2023
5 credit hours



Congratulations,

Dianellys Lopez

on completing

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

Course Number: TC-0036C

on

January 30, 2024
30 credit hours



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

Certifies that

Dianellys Lopez

has successfully completed

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

Course Number: TC-0042C

June 24-27, 2024
30 credit hours



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

Certifies that

Dianellys Lopez

has successfully completed

**TCC 502 - LEADERSHIP AND MANAGEMENT
SKILLS IN A FLORIDA TAX COLLECTOR'S
OFFICE**

Course Number: TC-0041C

September 20, 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 Lopez
Previous Name(s)(if applicable):	
Documentation Included:	
County: Osceola	Job Title: HR/Payroll/Benefits Assistant
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	11/01/24

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: 10/08/19	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:




**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): Jessica Lopez					
Business email address: jlopez@osceola.org			Business phone number: 407-742-4014		
Job title: HR/Payroll/Benefits Assistant					
Employed by: Osceola County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<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: Osceola County Tax Collector					
Your Title: HR/Payroll/Benefits Assistant			Employment Dates: 10/08/2019 - 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	TCC501 - Duties & Responsibilities	30	TCC0036C	TCC503 - Collection and Distribution	30
TC-0041C	TCC502 - Management of a Florida TC Office	30	TC-0042C	TCC504 - 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: 10/22/2024		

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

Certifies that

Jessica Lopez

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

Jessica Lopez

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

Jessica Lopez

has successfully completed

**TCC 502 - LEADERSHIP AND MANAGEMENT
SKILLS IN A FLORIDA TAX COLLECTOR'S
OFFICE**

Course Number: TC-0041C

October 3, 2024
30 credit hours



Congratulations,
Jessica Lopez

on completing

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

Course Number: TC-0036C

on

October 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:	Thomas Mathew		
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:	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: 03/26/12	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 503 Collection & Distribution of Property Taxes and Special Assessments	30	Attended Course
90-hours per 12D-19.003(3)(b)		
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
FLHSMV - DL Training Series: Phase II	32	Attended Course
FLHSMV - DL Transformed: Fraudulent Document Recognition	8	Attended Course
Total Hours	130	

Committee recommends certification:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Notes: Certificate for DL Phase II: Introduction to FDLIS included, but not approved towards certification.




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

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

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

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

Reason for Applying					
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
Applicant Information					
Applicant's name (as you would like it to appear on the certificate): Thomas Mathew					
Business email address: mathew@hillstax.org			Business phone number: 813.612.6742 (supervisor's n		
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: 03/26/2012 to Present		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC00370	TCC001 Bankruptcy	15	TC00380	TCC002 Effective Decision Making in the	10
TC00390	TCC003 Customer Service Rep	5	TC00360	Collection & Distribution of Prop 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: 10/25/24	

RECEIVED

NOV 19 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

☒ **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): Thomas Mathew

Business email address: mathew@hillstax.org Business phone number: 813.612.6742 (supervisor's n

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:

☐ 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: Customer Service Rep Employment Dates: 03/26/2012 to Present

Employer:

Your Title: Employment Dates:

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

No.	Course Title	Hours	No.	Course Title	Hours
TC00420	TCC504 Collections of Licenses, Taxes, a	30	TC0023C	DL Transformed: Phase II	32
TC00290	Fraudulent Document Recognition	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:

10/25/24

This certificate is awarded to

THOMAS MATHEW

for the successful completion of

DL Transformed: Fraudulent Document Recognition (FDR)

by N/A (StarNet)

8 Hours 0 Minutes

Date of Course Completion: 6/20/2007

TC 0029C



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



This certificate is awarded to

THOMAS MATHEW

for the successful completion of

DL Transformed: Phase II

by N/A (StarNet)

32 Hours 0 Minutes

Date of Course Completion: 7/13/2007

Congratulations,

Thomas Mathew

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

October 11, 2022
15 credit hours



Congratulations,

Thomas Mathew

on completing

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

Course Number: TC-0038C

on

July 18, 2023
10 credit hours



Congratulations,

Thomas Mathew

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

May 8, 2024
5 credit hours



Congratulations,

Thomas Mathew

on completing

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

Course Number: TC-0036C

on

July 30, 2024
30 credit hours



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

Certifies that

Thomas Mathew

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

THOMAS MATHEW

for the successful completion of

DL Phase I: Introduction to FDLIS

by N/A (StarNet)

24 Hours 0 Minutes

Date of Course Completion: 6/4/2007

TC-0022C



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Sandra L. Mathis
Previous Name(s)(if applicable):	
Documentation Included:	
County: Broward	Job Title: RTT Senior Specialist
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: 01/10/11	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
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): Sandra L Mathis					
Business email address: sandramathis@broward.org			Business phone number: 954-357-5412		
Job title: RTT Senior Specialist					
Employed by: Broward County Government					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation: <div style="display: flex; flex-wrap: wrap;"><div style="width: 33%;"><input type="checkbox"/> Certified Florida Appraiser</div><div style="width: 33%;"><input type="checkbox"/> Certified Florida Evaluator</div><div style="width: 33%;"><input type="checkbox"/> Certified Cadastralist of Florida</div><div style="width: 33%;"><input type="checkbox"/> Certified Florida Collector</div><div style="width: 33%;"><input checked="" type="checkbox"/> Certified Florida Collector Assistant</div></div>					
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: Broward County Government					
Your Title: RTT Senior Specialist			Employment Dates: 01-10-2011-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 a Florida Tax Collector's Office	30	TC-0042C	TCC 504- Collection of Licenses, Taxes and Fees	30
TC-0036C	TCC 503- Collection and Distribution of Property Taxes and Special Assessments	30	TC-0037C	TCC 001- Bankruptcy	15
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: SANDRA MATHIS			Date: 10/08/2024		
Digitally signed by SANDRA MATHIS Date: 2024.10.08 12:08:14 -04'00'					



**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): Sandra L Mathis					
Business email address: sandramathis@broward.org			Business phone number: 954-357-5412		
Job title: RTT Senior Specialist					
Employed by: Broward County Government					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation: <div style="display: flex; flex-wrap: wrap;"><div style="width: 33%;"><input type="checkbox"/> Certified Florida Appraiser</div><div style="width: 33%;"><input type="checkbox"/> Certified Florida Evaluator</div><div style="width: 33%;"><input type="checkbox"/> Certified Cadastralist of Florida</div><div style="width: 33%;"><input type="checkbox"/> Certified Florida Collector</div><div style="width: 33%;"><input checked="" type="checkbox"/> Certified Florida Collector Assistant</div></div>					
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: Broward County Government					
Your Title: RTT Senior Specialist			Employment Dates: 01-10-2011-Present		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0038C	TCC 002- Effective Decision Making	10			
TC-0039C	TCC 003- Customer Service Training	5			
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: SANDRA MATHIS			Digitally signed by SANDRA MATHIS Date: 2024.10.08 12:07:55 -04'00'		Date: 10/08/2024

Application for Florida Professional Certification
Property Tax Oversight Certification and Training

Sandra L. Mathis

TCC 002- Effective Decision-Making In The Workplace	10 hours
TCC 003- Customer Service Training	05 hours

Congratulations,

SANDRA MATHIS,

on completing

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

course on

Thursday, September 10, 2020

30.00 credit hours



The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team



Certifies that

Sandra Mathis

has successfully completed

THE COLLECTION OF LICENSES, TAXES AND FEES

TCC 504, 30 Hours

June 7-10, 2021

Congratulations,

SANDRA L MATHIS

on completing

TCC 001 - BANKRUPTCY

on

October 28, 2021
15 credit hours



Congratulations,

SANDRA L MATHIS

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

on

October 28, 2021
5 credit hours



Congratulations,

SANDRA L MATHIS

on completing

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

on

November 2, 2021
10 credit hours



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

Certifies that

Sandra L Mathis

has successfully completed

**TCC 502 - LEADERSHIP AND MANAGEMENT
SKILLS IN A FLORIDA TAX COLLECTOR'S
OFFICE**

Course Number: TC-0041C

September 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:	Betzaida Pantoja		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Collier	Job Title: Property Tax 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: 11/17/17	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
90-hours per 12D-19.003(3)(b)		
TCC 001 - Bankruptcy	15	Attended Course
TCC 002 - Effective Decision Making	10	Attended Course
TCC 003 - Customer Service Training	5	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	Attended Course
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
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): Bettzaida Pantoja					
Business email address: bpantoja@colliertax.com				Business phone number: 239-252-8526	
Job title: Property Tax Clerk					
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: Property Tax Clerk				Employment Dates: November 17, 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-0039C	Customer Service Training	5	TC 0038C	Effective Dec, Making in the workplace	10
TC 0037C	Bankruptcy	15	TC 0040C	Duties and responsibilities of Fla. Tax Collector's	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: 10/01/2024	

Please see page 2 for additional classes listed



**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): Pettzaida Pantoja					
Business email address: bpantoja@colliertax.com			Business phone number: 239-252-8526		
Job title: Property Tax Clerk					
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: Deputy Tax Clerk			Employment Dates: November 17, 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 0041C	Leadership and Management Skills in a Fla. Tax collectors Office	30	TC 0042C	Collection of Licenses, Taxes, and Fees	30
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature:				Date: 10/01/2024	

* Page 2 for continuation
of listed classes -

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.

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

Certifies that

Bettzaida Pantoja

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,

Bettzaida Pantoja

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

May 23, 2024
15 credit hours



Congratulations,

Bettzaida Pantoja

on completing

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

Course Number: TC-0038C

on

May 24, 2024
10 credit hours



Congratulations,

Bettzaida Pantoja

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

May 31, 2024
5 credit hours



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

Certifies that

Bettzaida Pantoja

has successfully completed

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

Course Number: TC-0042C

June 24-27, 2024
30 credit hours



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

Certifies that

Bettzaida Pantoja

has successfully completed

**TCC 502 - LEADERSHIP AND MANAGEMENT
SKILLS IN A FLORIDA TAX COLLECTOR'S
OFFICE**

Course Number: TC-0041C

September 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:	Lynn Reynolds		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Sarasota	Job Title: Customer Service Representative		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input type="checkbox"/>	Reinstatement: <input checked="" type="checkbox"/>		
Certification Date:	01/01/25		

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: 11/06/23	To: Present
From: 10/19/98	To: 9/26/22

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

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

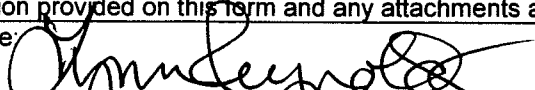


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

DR-4001
N. 10/21
Rule 12D-18.002, F.A.C.
Effective 10/21
Page 1 of 2

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

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

Reason for Applying					
<input 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): Lynn Reynolds					
Business email address: Info@SarasotaTaxCollector.com			Business phone number: 941.861.8300		
Job title: Customer Service Representative					
Employed by: Sarasota County Tax Collector					
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: Sarasota County Tax Collector					
Your Title: Customer Service Representative			Employment Dates: 11/6/2023 - current		
Employer: Sarasota County Tax Collector					
Your Title: Customer Service Representative			Employment Dates: 10/19/1998 - 9-26-2022		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0040C	TCC501	30	TC-0036C	TCC503	30
TC0041C	TCC512	30	TC-0041C	TCC504	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: 12-3-2024		



The State of Florida
Department of Revenue
certifies that

LYNN REYNOLDS
Sarasota 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.

Florida Department of Revenue

Tallahassee, Florida

Property Tax Administration Program

Certifies that

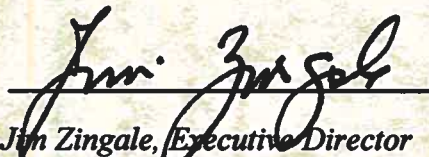
Lynn Reynolds

has successfully completed the course

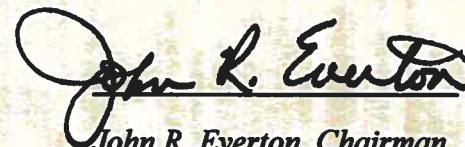
Management

February 4-8, 2002

30 Contact Hours



*Jim Zingale, Executive Director
Florida Department of Revenue*



*John R. Everton, Chairman
Admissions Committee*

Florida Department of Revenue

Tallahassee, Florida

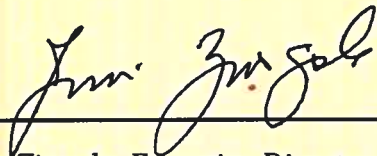
Property Tax Administration Program

Certifies that

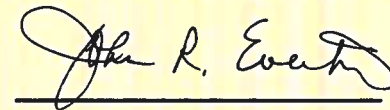
Lynn Reynolds

has successfully completed the course TCC 503,
***The Collection & Distribution of Property Taxes &
Non-Ad Valorem Special Assessments in Florida***

April 8-12, 2002
Thirty Contact Hours



*Jim Zingale, Executive Director
Florida Department of Revenue*



*John R. Everton, Chairman
Admissions Committee*

Florida Department of Revenue

Tallahassee, Florida

Property Tax Administration Program

Certifies that

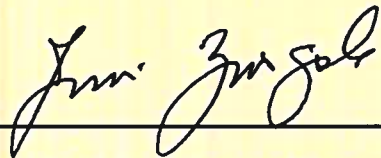
Lynn Reynolds

has successfully completed the course TCC 504,

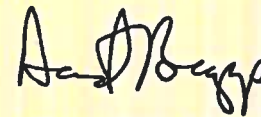
The Collection Of Licenses, Taxes And Fees,

August 25-29, 2003

Thirty Contact Hours



*Jim Zingale, Executive Director
Florida Department of Revenue*



*David Beggs, Chairman
Admissions Committee*

Florida Department of Revenue

Tallahassee, Florida

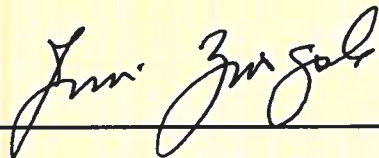
Property Tax Administration Program

Certifies that

Lynn Reynolds

has successfully completed the course TCC 501,
Duties & Responsibilities Of Florida Tax Collectors,

October 6-10, 2003
Thirty Contact Hours



*Jim Zingale, Executive Director
Florida Department of Revenue*



*David Beggs, Chairman
Admissions Committee*



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Melissa Rodriguez		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Hillsborough	Job Title: Tax and License Specialist		
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: 07/01/13	To: Present
From:	To:

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



RECEIVED

OCT 28 2024

DR-4001

N. 10/21

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

Effective 10/21


Page 1 of 2

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

Florida Dept of Revenue
Property Tax Oversight

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one 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 Rodriguez					
Business email address: Rodriguezme@hillstax.org			Business phone number: 813.635.5210 ext 5414		
Job title: Tax & License Specialist					
Employed by: Hillsborough County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: Hillsborough County Tax Collector					
Your Title: Tax & License Specialist			Employment Dates: 07/01/2013 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
TC0037C	TCC001 Bankruptcy	15	TC0038C	TCC002 Effective Decision-Making in the	10
TC0039C	TCC003 Customer Service Training	5	TC0036C	TCC503 Collection and Distribution of Pro	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: 10/2/24	

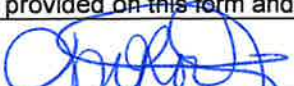


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one 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 Rodriguez					
Business email address: Rodriguezme@hillstax.org			Business phone number: 813.635.5210 ext 5414		
Job title: Tax & License Specialist					
Employed by: Hillsborough County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: Hillsborough County Tax Collector					
Your Title: Tax & License Specialist			Employment Dates: 07/01/2013 to Present		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC0042	TCC504 Collection of Licenses, Taxes, and	30	TC0041	TCC502 Leadership and Management Sk	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: 10/2/24	

Congratulations,

Melissa Rodriguez

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

August 25, 2022
15 credit hours



Congratulations,

Melissa Rodriguez

on completing

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

Course Number: TC-0038C

on

November 6, 2023
10 credit hours



Congratulations,

Melissa Rodriguez

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

February 1, 2024
5 credit hours



Congratulations,

Melissa Rodriguez

on completing

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

Course Number: TC-0036C

on

February 21, 2024
30 credit hours



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

Certifies that

Melissa Rodriguez

has successfully completed

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

Course Number: TC-0042C

June 24-27, 2024
30 credit hours



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

Certifies that

Melissa Rodriguez

has successfully completed

**TCC 502 - LEADERSHIP AND MANAGEMENT
SKILLS IN A FLORIDA TAX COLLECTOR'S
OFFICE**

Course Number: TC-0041C

September 20, 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:	Gabriel Santiago		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Lake		Job Title: System Administrator	
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: 07/25/22	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

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one 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): Gabriel Santiago					
Business email address: n/a			Business phone number: 352-343-9602		
Job title: System Administrator					
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: System Administrator			Employment Dates: 7/25/2022 - 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-0036 C	TCC 503 Collection & Distribution of Prop Taxes & SA	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>Gabriel Santiago</i>				Date: October 4, 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): Gabriel Santiago					
Business email address: n/a			Business phone number: 352-343-9602		
Job title: System Administrator					
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: System Administrator			Employment Dates: 7/25/2022 - 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 TC	30			
TC-0041C	TCC 502 Ldshp & Mgmt Skills in a FL TC 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: Gabriel Santiago				Date: October 4, 2024	

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

Certifies that

Gabriel A. Santiago

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,

Gabriel A. Santiago

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

March 15, 2024
5 credit hours



Congratulations,

Gabriel A. Santiago

on completing

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

Course Number: TC-0038C

on

April 11, 2024
10 credit hours



Congratulations,

Gabriel A. Santiago

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

May 17, 2024
15 credit hours



Congratulations,
Gabriel A. Santiago

on completing

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

Course Number: TC-0036C

on

May 30, 2024
30 credit hours



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

Certifies that

Gabriel A. Santiago

has successfully completed

**TCC 502 - LEADERSHIP AND MANAGEMENT
SKILLS IN A FLORIDA TAX COLLECTOR'S
OFFICE**

Course Number: TC-0041C

September 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:	Andrea Lynn Smith		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Dade	Job Title: Chief of Human Resources		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	12/01/24		

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: 11/22/22	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

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

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

Reason for Applying					
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
Applicant Information					
Applicant's name (as you would like it to appear on the certificate): Andrea Lynn Smith					
Business email address: Andrea.Smith@MiamiDade.gov				Business phone number: 305-375-4234	
Job title: Chief of Human Resources					
Employed by: Miami-Dade County Office of the Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation: <div style="display: flex; flex-wrap: wrap;"><div style="width: 33%;"><input type="checkbox"/> Certified Florida Appraiser</div><div style="width: 33%;"><input type="checkbox"/> Certified Florida Evaluator</div><div style="width: 33%;"><input type="checkbox"/> Certified Cadastralist of Florida</div><div style="width: 33%;"><input type="checkbox"/> Certified Florida Collector</div><div style="width: 33%;"><input checked="" type="checkbox"/> Certified Florida Collector Assistant</div></div>					
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: Miami-Dade County Office of the Tax Collector					
Your Title: Chief of Human Resources				Employment Dates: 11/22/2022 - 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-0040C	TCC 501 Duties and Responsibilities of Florida Tax Collectors	30	TC-0036C	TCC 503 Collection and Distribution of Property Taxes and Special Assessments	30
TC-0041C	TCC 502 Leadership and Management Skills in a Florida Tax Collector's Office	30	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: 12/02/2024	

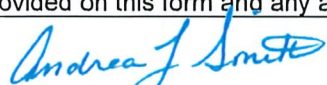


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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

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

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

Reason for Applying					
<input checked="" type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
Applicant Information					
Applicant's name (as you would like it to appear on the certificate): Andrea Lynn Smith					
Business email address: Andrea.Smith@MiamiDade.gov			Business phone number: 305-375-4234		
Job title: Chief of Human Resources					
Employed by: Miami-Dade County Office of the Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: Miami-Dade County Office of the Tax Collector					
Your Title: Chief of Human Resources			Employment Dates: 11/22/2022 - 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-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: 12/02/2024	

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Andrea Smith

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

Andrea Smith

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,

Andrea Smith

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

January 9, 2024

5 credit hours



Congratulations,

Andrea Smith

on completing

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

Course Number: TC-0038C

on

January 18, 2024
10 credit hours



Congratulations,

Andrea Smith

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

May 9, 2024
15 credit hours



Congratulations,
Andrea Smith

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:	Sandesh Sookram		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Osceola	Job Title: CSR Lead		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	11/01/24		

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: 05/22/19	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 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

☒ **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): Sandesh Sookram

Business email address: ssookram@osceola.org

Business phone number: 407-742-4000

Job title: CSR Lead

Employed by: Osceola County Tax Collector

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

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

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

Employer: Osceola County Tax Collector

Your Title: CSR Lead

Employment Dates: 05/22/2019 - 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	TCC501 - Duties & Responsibilities	30	TCC0036C	TCC503 - Collection and Distribution	30
TC-0041C	TCC502 - Management of a Florida TC Office	30	TC-0042C	TCC504 - 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:

10/21/24

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.

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

Certifies that

Sandesh Sookram

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

Sandesh Sookram

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,

Sandesh Sookram

on completing

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

Course Number: TC-0036C

on

September 16, 2024
30 credit hours



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

Certifies that

Sandesh Sookram

has successfully completed

**TCC 502 - LEADERSHIP AND MANAGEMENT
SKILLS IN A FLORIDA TAX COLLECTOR'S
OFFICE**

Course Number: TC-0041C

October 3, 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:	Mary Lynn Suro		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Dixie	Job Title: Customer Service Representative		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	11/01/24		

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: 03/21/22	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:

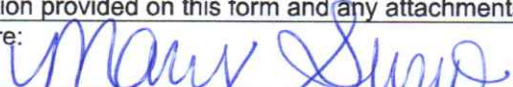


**Application for
Florida Professional Certification**
Property Tax Oversight Certification and Training

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): Mary Lynn Suro					
Business email address: msuro@dixiecountytax.com			Business phone number: 352-498-1213		
Job title: Customer Service Rep.					
Employed by: Dixie County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: Dixie County Tax Collector					
Your Title: Customer Service Rep.			Employment Dates: 3/21/22 - present		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C	TCC 501-Duties and Responsibilities of FL TC	30	TC-0036C	TCC 503- Collection and Distribution of Taxes	30
TC-0041C	TCC 502- Management of FL TC Office	30	TC-0042C	TCC 504- Collection of Licenses, Tsxes and Fees	30
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 			Date: 11/15/24		

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

Certifies that

Mary Lynn Suro

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

Mary Lynn Suro

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

Mary Lynn Suro

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,

Mary Lynn Suro

on completing

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

Course Number: TC-0036C

on

October 28, 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:	Laurie Truett		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Walton	Job Title: Customer Service Representative		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	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: 11/02/20	To: Present
From:	To:

Course Information		
Course Name	Hours Credited	Documentation
30-hours per 12D-19.003(3)(a)		
TCC 501 - Duties and Responsibilities of Florida Tax Collectors	30	Attended Course
90-hours per 12D-19.003(3)(b)		
TCC 502 - Management of a Florida Tax Collector's Office	30	Attended Course
TCC 503 - Collection and Distribution of Property Taxes and Special Assessments	30	Attended Course
TCC 504 - Collection of Licenses, Taxes and Fees	30	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): Laurie Truett					
Business email address: Laurie@waltontaxcollector.com			Business phone number: (850)892-8121		
Job title: Customer Service Representative					
Employed by: Walton County Tax Collector's Office					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer: Walton County Tax Collector's Office					
Your Title: Customer Service Representative			Employment Dates: 11/02/2020 - current date		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0040C	Duties and Responsibilities of Florida Tax Collectors	30	TC-0036C	Collection and Distribution of Property Taxes and Special Assessments	30
TC-0041C	Leadership and Management Skills in a Florida Tax Collector's Office	30	TC-0042C	Collection of Licenses, Taxes, and Fees	30
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: 			Date: 10-09-2024		

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

Certifies that

Laurie Truett

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

Laurie Truett

has successfully completed

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

Course Number: TC-0042C

June 24-27, 2024
30 credit hours



Congratulations,

Laurie Truett

on completing

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

Course Number: TC-0036C

on

September 9, 2024
30 credit hours



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

Certifies that

Laurie Truett

has successfully completed

**TCC 502 - LEADERSHIP AND MANAGEMENT
SKILLS IN A FLORIDA TAX COLLECTOR'S
OFFICE**

Course Number: TC-0041C

September 20, 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:	Carlos Vega		
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:	11/01/24		

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 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 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 - Canadian Travel, Citizenship and Immigration Documents	1	Attended Course
AAMVA - Introduction to Fraud	1	Attended Course
AAMVA - Security Features	1	Attended Course
Total Hours	120	

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

Notes:



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

DR-4001
N. 10/21
Rule 12D-16.002, F.A.C.
Effective 10/21
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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): Carlos Vega					
Business email address: carlos.vega@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: 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-0007C	Canadian Travel, Citizenship and Imm. Docs.	1.0	TC-0014C	Security Features	1.0
TC-0010C	Introduction to Fraud	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: Carlos Vega				Date: 10/29/2024	



**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
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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): Carlos Vega					
Business email address: carlos.vega@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: 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-0036C	TCC 503 Collection & Distribution of Property Taxes & Spec. Ass.	30	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: Carlos Vega				Date: 10/29/2024	



**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
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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): Carlos Vega					
Business email address: carlos.vega@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: 08/08/22-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: Carlos Vega				Date: 10/29/2024	



This certificate is awarded to

CARLOS VEGA

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

12 Hours

Date of Course Completion: 8/30/2022

The Florida Department of Revenue

Property Tax Oversight, Certification and Training Team

Certifies that

Carlos Vega

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

Carlos Vega

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

CARLOS VEGA

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: 4/16/2024

This certificate is awarded to

CARLOS VEGA

for the successful completion of

AAMVA FDR 2024: Introduction to Fraud

by External Training

1 Hours 0 Minutes

Date of Course Completion: 4/30/2024

This certificate is awarded to

CARLOS VEGA

for the successful completion of

AAMVA FDR 2024: Security Features

by External Training

1 Hours 0 Minutes

Date of Course Completion: 5/1/2024

Congratulations,

Carlos Vega

on completing

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

Course Number: TC-0038C

on

May 2, 2024
10 credit hours



Congratulations,

Carlos Vega

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

May 2, 2024
5 credit hours



Congratulations,

Carlos Vega

on completing

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

Course Number: TC-0036C

on

October 28, 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:	Kerri Ward
Previous Name(s)(if applicable):	
Documentation Included:	
County: Sarasota	Job Title: Customer Service Representative
Certification Requested:	Certified Florida Collector Assistant
Initial: <input type="checkbox"/>	Reinstatement: <input checked="" type="checkbox"/>
Certification Date:	01/01/25

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: 07/15/18	To: Present
From: 6/1/10	To: 4/1/18

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

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




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

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

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

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

Reason for Applying					
<input type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input checked="" type="checkbox"/> Reinstatement of Certification - \$5 fee					
Applicant Information					
Applicant's name (as you would like it to appear on the certificate): Kerri Ward					
Business email address: Info@SarasotaTaxCollector.com			Business phone number: 941.861.8300		
Job title: Customer Service Representative					
Employed by: Sarasota County Tax Collector					
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: Sarasota County Tax Collector					
Your Title: Customer Service Representative			Employment Dates: 15/7/2018 - current		
Employer: Manatee County Tax Collector					
Your Title: Legal & Collection Specialist			Employment Dates: 6/2010 - 4/2018		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-6040C	TCC SD1	30	TC0036C	TCC SD3	30
TC-6041E	TCC SD2	30	TC-0042E	TCC SD4	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: 12/3/24	



August 24, 2012

Memorandum

TO: TCC Course Participant

FROM: mm Meghan Miller, Training Director
Property Tax Oversight

RE: Tax Collector Certification Course Examination Results

Thank you for your recent participation in the Tax Collector Certification Course, August 20 – 24, 2012, in Tallahassee, Florida. Your final exam has been graded and your examination report enclosed.

If you scored **70%** or above on the final examination, you will find a ***Certificate of Completion*** along with an appropriate examination report.

However, if you did not pass the exam, you will find a ***Certificate of Attendance*** along with an appropriate examination report. If you would like to re-take the exam please contact me at millerm@dor.state.fl.us or call 727/538-7312. Please Note: *that you may re-take this examination at any time within three months from the original exam date.*

We thank you for your continuing interest in the Tax Collectors Certification program.

Enclosures

Student Grade Report

Legend: Incorrect:

Student: 51011071

	Grade	Total Score	Score (%)
Overall	A	50 / 50	100.00 <div style="width: 100%; height: 10px; background-color: #0056b3;"></div>

Responses

Question	Response	Correct Answer	Question	Response	Correct Answer	Question	Response	Correct Answer
Question1	B		Question18	C		Question35	B	
Question2	E		Question19	C		Question36	B	
Question3	D		Question20	C		Question37	A	
Question4	B		Question21	A		Question38	A	
Question5	D		Question22	B		Question39	B	
Question6	B		Question23	A		Question40	B	
Question7	B		Question24	D		Question41	B	
Question8	B		Question25	C		Question42	A	
Question9	A		Question26	A		Question43	A	
Question10	C		Question27	A		Question44	A	
Question11	C		Question28	C		Question45	A	
Question12	C		Question29	B		Question46	B	
Question13	C		Question30	A		Question47	A	
Question14	B		Question31	A		Question48	C	
Question15	C		Question32	C		Question49	C	
Question16	B		Question33	B		Question50	B	
Question17	B		Question34	A				



*The Department of Revenue
of the State of Florida*

certifies that

Kerri Ward

has successfully completed

"Collection of Licenses, Taxes and Fees"

Course TCC 504, 30 Contact Hours

August 24, 2012

A handwritten signature in black ink, appearing to read "Marshall Stranburg".

*Marshall Stranburg
Interim Executive Director*

A handwritten signature in black ink, appearing to read "James McAdams".

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

The Florida Department of Revenue

Property Tax Oversight, Certification & Training Team

Certifies that

Kerri Ward

has successfully completed

Duties & Responsibilities of Florida Tax Collectors

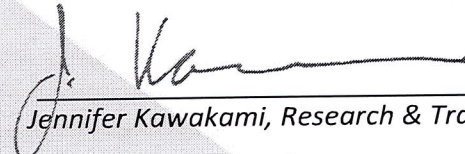
TCC 501, 30 Hours

June 21, 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 & Training Team

Certifies that

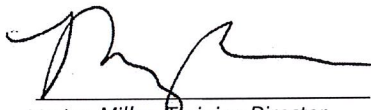
Kerri Ward

has successfully completed

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

TCC 503, 30 Hours

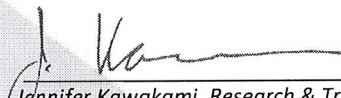
September 17, 2013



Meghan Miller, Training Director

Property Tax Oversight

PROPERTY
TAX
OVERSIGHT



Jennifer Kawakami, Research & Training Specialist

Property Tax Oversight

TRAINING

The Florida Department of Revenue

Property Tax Oversight, Certification & Training Team

Certifies that

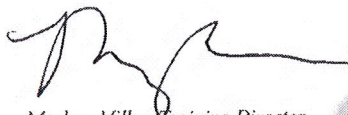
Kerri Ward

has successfully completed

MANAGEMENT OF A FLORIDA TAX COLLECTOR'S OFFICE

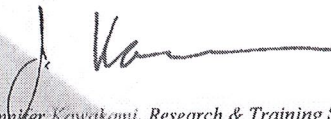
TCC 502, 30 Hours

June 23 - 27, 2014



Meghan Miller, Training Director
Property Tax Oversight

PROPERTY
TAX
OVERSIGHT



Jennifer Kawakami, Research & Training Specialist
Property Tax Oversight

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

certifies that

Kerri Gail Ward

*has fulfilled the requirements for designation as a
Certified Florida Collector Assistant
and has been recommended by*

***The Admissions and Certifications Committee
for Certified Florida Collectors
and Certified Florida Collector Assistants
and is, therefore, on this day,
the first of July, 2014,
declared to be a***

Certified Florida Collector Assistant

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



Marshall Stranburg
Executive Director
Florida Department of Revenue

Howard Moyes
Interim Director,
Property Tax Oversight



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Valycia L. Whitfield		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Broward	Job Title: Accountant		
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: 05/04/98	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
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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): Valycia L. Whitfield					
Business email address: VWhitfield@broward.org			Business phone number: 954-357-8239		
Job title: Accountant					
Employed by: Board of County Commissioners (Broward 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; 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: Board of County Commissioners (Broward County) - Records, Taxes, and Treasury Division					
Your Title: Accountant			Employment Dates: May 4, 1998 - 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	Collection & Distribution of Property Taxes and Special Assessments	30	TC-0037C	Bankruptcy	15
TC-0038C	Effective Decision-Making in the Workplace	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: VALYCIA WHITFIELD			Date: 10/18/2024		

Digitally signed by VALYCIA WHITFIELD
Date: 2024.10.18 16:37:39 -04'00'



**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): Valycia L. Whitfield					
Business email address: VWhitfield@broward.org			Business phone number: 954-357-8239		
Job title: Accountant					
Employed by: Board of County Commissioners (Broward 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; 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: Board of County Commissioners (Broward County) - Records, Taxes, and Treasury Division					
Your Title: Accountant			Employment Dates: May 4, 1998 - 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	Leadership and Management Skills in a Tax Collector's Office	30	TC-0042C	Collection of Licenses, Taxes, and Fees	30
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature: VALYCIA WHITFIELD			Date: 10/18/2024		

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 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.

Congratulations,

Valycia L. Whitfield

on completing

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

Course Number: TC-0036C

on

October 31, 2022
30 credit hours



Congratulations,

Valycia L. Whitfield

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

April 25, 2023
15 credit hours



Congratulations,

Valycia L. Whitfield

on completing

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

Course Number: TC-0038C

on

June 11, 2023
10 credit hours



Congratulations,

Valycia L. Whitfield

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

June 12, 2023

5 credit hours



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

Certifies that

Valycia L. Whitfield

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

Valycia L. Whitfield

has successfully completed

**TCC 502 - LEADERSHIP AND MANAGEMENT
SKILLS IN A FLORIDA TAX COLLECTOR'S
OFFICE**

Course Number: TC-0041C

September 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:	Jorge Zamora
Previous Name(s)(if applicable):	
Documentation Included:	
County: Pasco	Job Title: Customer Service Supervisor
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	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: 09/09/16	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 - Vehicle Identification Documents	0.75	Attended Course
AAMVA - Counterfeits and Alterations	0.75	Attended Course
AAMVA - Expanding the Review	0.75	Attended Course
FLHSMV - DL Transformed: Financial Responsibility	8	Attended Course
FLHSMV - DL Transformed: Sanctions	6	Attended Course
AAMVA - People and Actions	1	Attended Course
AAMVA - Introduction to Covert Features	0.25	Attended Course
FLHSMV - Heavy Vehicle Use Tax	1	Attended Course
AAMVA - Canadian Birth Certificates, Drive and Vehicle Documents	0.75	Attended Course
AAMVA - Driver License and ID Cards	0.75	Attended Course
AAMVA - Mexican Documents	0.75	Attended Course
FLHSMV - Driver License Preparatory Training (Online)	12	Attended Course
AAMVA - Canadian Travel, Citizenship and Immigration Documents	1	Attended Course
Total Hours	63.75	

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

133.25 Total Approved Hours

DL Transformed Sanctions is approved for 6 course hours.



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Jorge Zamora		
Previous Name(s)(if applicable):			
Documentation Included:			
County: Pasco	Job Title: Customer Service Supervisor		
Certification Requested:	Certified Florida Collector Assistant		
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>		
Certification Date:	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: 09/09/16	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 - Internal Fraud for Staff	0.75	Attended Course
AAMVA - Introduction to Fraud	1	Attended Course
AAMVA - Security Features	1	Attended Course
AAMVA - Social Security Cards	0.5	Attended Course
AAMVA - Travel Documents	0.75	Attended Course
AAMVA - U.S. Immigration Documents	0.75	Attended Course
AAMVA - CDL Module 1	2.5	Attended Course
AAMVA - CDL Module 2	0.75	Attended Course
AAMVA - CDL Module 3	0.75	Attended Course
AAMVA - CDL Module 4	0.75	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	39.5	

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



Certification Application Checklist

Certified Florida Collector/Certified Florida Collector Assistant

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

Name to Appear on Certificate:	Jorge Zamora
Previous Name(s)(if applicable):	
Documentation Included:	
County: Pasco	Job Title: Customer Service Supervisor
Certification Requested:	Certified Florida Collector Assistant
Initial: <input checked="" type="checkbox"/>	Reinstatement: <input type="checkbox"/>
Certification Date:	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: 09/09/16	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 502 - Management of a Florida Tax Collector's Office	30	Attended Course
Total Hours	30	

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): Jorge Zamora					
Business email address: jzamora@pascotaxes.com			Business phone number: 3525214360		
Job title: Customer Service Supervisor					
Employed by: Pasco County Tax Collector					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input checked="" type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida 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: Pasco County Tax Collector					
Your Title: Customer Service Supervisor			Employment Dates: 08/09/2016 - current		
Employer:					
Your Title:			Employment Dates:		
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
TC-0037C	TCC001 - Bankruptcy	15	TC-0039C	TCC003 - Customer Service Training	5
TC-0038C	TCC002 - Effective Decision Making	10	TC-0040C	TCC501 - Duties & Responsibilities	30
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I 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: 12/30/24	

Applicant	JORGE ZAMORA	
No.	Course Title	Hours
TCC-041C	Leadership and Management of a TC Office	30.00
TC-0001C	Counterfeits and Alterations	0.75
TC-0002C	Driver's License and ID Cards	0.75
TC-0003C	Vehicle Identification Documents	0.75
TC-0004C	Expanding the Review	0.75
TC-0005C	Birth Certificates	0.50
TC-0006C	Canadian Birth Certificates, Driver and Vehicle Documents	0.75
TC-0007C	Canadian Travel, Citizenship, and Immigration Documents	1.00
TC-0008C	Internal Fraud for Staff	0.75
TC-0009C	Introduction to Covert Features	0.25
TC-0010C	Introduction to Fraud	1.00
TC-0011C	Mexican Documents	0.75
TC-0012C	Military ID Cards	0.50
TC-0013C	People and Actions	1.00
TC-0014C	Security Features	1.00
TC-0015C	Social Security Cards	0.50
TC-0016C	Travel Documents	0.75
TC-0017C	U.S. Immigration Documents	0.75
TC-0018C	CDL (Commercial Driver's License) Module 1	2.50
TC-0019C	CDL Module 2	0.75
TC-0020C	CDL Module 3	0.75
TC-0021C	CDL Module 4	0.75
TC-0025C	Driver's License Preparatory Training	12.00
TC-0044C	Heavy Vehicle Use Tax (HVUT)	1.00
TC-0034C	DL Transformed Sanctions	8.00
TC-0028C	DL Transformed Financial Responsibility	8.00
TC-0040C	TCC501 Duties and Responsibilities	30.00
TC-0037C	TCC001 - Bankruptcy	15.00
TC-0038C	TCC002 - Effective Decision Making	10.00
TC0039C	TCC003 - Customer Service training	5.00

This certificate is awarded to

JORGE ZAMORA

for the successful completion of

AAMVA FDR 2018: Vehicle Identification Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 8/30/2018

This certificate is awarded to

JORGE ZAMORA

for the successful completion of

AAMVA FDR 2018: Counterfeits and Alterations

by External Training

0 Hours 45 Minutes

Date of Course Completion: 2/5/2019

This certificate is awarded to

JORGE ZAMORA

for the successful completion of

AAMVA FDR 2018: Expanding the Review

by External Training

0 Hours 45 Minutes

Date of Course Completion: 3/27/2019

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

Certificate of Completion

Presented to

Jorge Zamora

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

For the successful completion of 8 hours of

DL Transformed Financial Responsibility

On this 24th day of April 2019



Colleen Ochimero, Instructor
Education & Training Specialist

LEARNING &
DEVELOPMENT

DRIVER LICENSES • MOTOR VEHICLES • FIELD SUPPORT CENTER

MOTORIST SERVICES

VOICES COMING TOGETHER

FLHSMV

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

Certificate of Completion

Presented to

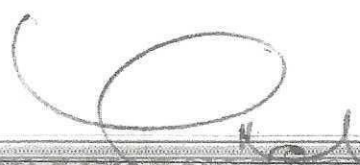
Jorge Zamora

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

For the successful completion of 8 hours of

DL Transformed Sanctions

On this 25th day of April 2019



Colleen Ochincro, Instructor
Education & Training Specialist

LEARNING &
DEVELOPMENT

DRIVER LICENSES • MOTOR VEHICLES • FIELD SUPPORT CENTER

MOTORIST SERVICES

VOICES COMING TOGETHER

This certificate is awarded to

JORGE ZAMORA

for the successful completion of

AAMVA FDR 2019: People and Actions

by External Training

1 Hours 0 Minutes

Date of Course Completion: 7/12/2019

This certificate is awarded to

JORGE ZAMORA

for the successful completion of

AAMVA FDR 2019: Introduction to Covert Features

by External Training

0 Hours 15 Minutes

Date of Course Completion: 7/30/2019

This certificate is awarded to

JORGE ZAMORA

for the successful completion of

Heavy Vehicle Use Tax (HVUT) - 2019

by FLHSMV

1 Hours 0 Minutes

This certificate is awarded to

JORGE ZAMORA

for the successful completion of

AAMVA FDR 2019: Canadian Birth Certificates, Driver, and Vehicle Docs

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/24/2020

This certificate is awarded to

JORGE ZAMORA

for the successful completion of

AAMVA FDR 2019: Driver Licenses and ID Cards

by External Training

0 Hours 45 Minutes

Date of Course Completion: 4/24/2020

This certificate is awarded to

JORGE ZAMORA

for the successful completion of

AAMVA FDR 2020: Mexican Documents

by External Training

0 Hours 45 Minutes

Date of Course Completion: 5/3/2021



This certificate is awarded to

JORGE ZAMORA

for the successful completion of

Driver License Preparatory Training - OLT

by FLHSMV

12 Hours

Date of Course Completion: 11/30/2022

This certificate is awarded to

JORGE ZAMORA

for the successful completion of

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

by External Training

1 Hours 0 Minutes

This certificate is awarded to

JORGE ZAMORA

for the successful completion of

AAMVA FDR 2020: Internal Fraud for Staff

by External Training

0 Hours 45 Minutes

This certificate is awarded to

JORGE ZAMORA

for the successful completion of

AAMVA FDR 2020: Introduction to Fraud

by External Training

1 Hours 0 Minutes

This certificate is awarded to

JORGE ZAMORA

for the successful completion of

AAMVA FDR 2020: Security Features

by External Training

1 Hours 0 Minutes

This certificate is awarded to

JORGE ZAMORA

for the successful completion of

AAMVA FDR 2020: Social Security Cards

by External Training

0 Hours 30 Minutes

Date of Course Completion: 3/21/2023

This certificate is awarded to

JORGE ZAMORA

for the successful completion of

AAMVA FDR 2020: Travel Documents

by External Training

0 Hours 45 Minutes

This certificate is awarded to

JORGE ZAMORA

for the successful completion of

AAMVA FDR 2020: US Immigration Documents

by External Training

0 Hours 45 Minutes

This certificate is awarded to

JORGE ZAMORA

for the successful completion of

AAMVA CDL 2021: Module 1 - Introduction to CDL Licensing

by MS

2 Hours 30 Minutes

This certificate is awarded to

JORGE ZAMORA

for the successful completion of

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

by MS

0 Hours 45 Minutes

This certificate is awarded to

JORGE ZAMORA

for the successful completion of

AAMVA CDL 2021: Module 3 - CDL Knowledge Tests Overview

by MS

0 Hours 45 Minutes

This certificate is awarded to

JORGE ZAMORA

for the successful completion of

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

by MS

0 Hours 45 Minutes

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

Certifies that

Jorge Duke Zamora

has successfully completed

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

Course Number: TC-0040C

February 7-10, 2022
30 credit hours



Congratulations,

Jorge Duke Zamora

on completing

TCC 001 - BANKRUPTCY

Course Number: TC-0037C

on

April 7, 2024
15 credit hours



Congratulations,

Jorge Duke Zamora

on completing

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

Course Number: TC-0038C

on

April 14, 2024
10 credit hours



Congratulations,

Jorge Duke Zamora

on completing

TCC 003 - CUSTOMER SERVICE TRAINING

Course Number: TC-0039C

on

April 21, 2024
5 credit hours



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

Certifies that

Jorge Duke Zamora

has successfully completed

**TCC 502 - LEADERSHIP AND MANAGEMENT
SKILLS IN A FLORIDA TAX COLLECTOR'S
OFFICE**

Course Number: TC-0041C

September 20, 2024
30 credit hours

