Hosted by the Property Tax Oversight Program

PROGRAM ENROLLMENT

Click here to register to attend the September tax collector program.

The final deadline for registration is Monday, August 26, 2019.

After this date, please contact PTO Training to ask about space availability.

CANCELLATION POLICY

Email course cancellations to **PTO Training** by 3:00 p.m., EDT on Friday, September 13, 2019.

TAX COLLECTOR PROGRAM
SEPTEMBER 16-20, 2019
TALLAHASSEE

Program Information

The Department of Revenue's Property Tax Oversight (PTO) program is offering the course TCC 502, Management of a Florida Tax Collector's Office, the week of September 16-20, 2019.

The program will be held at the Capital Circle Office Complex (CCOC) (2450 Shumard Oak Boulevard, Building 2, Room 1250, Tallahassee). Individuals who have received registration confirmation from LMSadmin@floridarevenue.com may pick up course materials on the following date:

- Monday, September 16, 2019, between 8:00 a.m. and 8:30 a.m. at the CCOC (2450 Shumard Oak Boulevard, Building 2, Room 1250, Tallahassee)

Registration

Registration for the course is available online through the Department's **online registration and payment portal**. The registration deadline is August 26, 2019. Online registration and payment are encouraged. If you choose to mail your registration and payment, space availability in a class cannot be guaranteed.

Hotel Room Block

A block of rooms is reserved at the Homewood Suites. You must guarantee all reservations with a major credit card by August 16, 2019, to receive the group rate of $133 per night. For your reservation to be tax exempt, you must reserve your room directly with the hotel and pay with a government-issued credit card or check along with the corresponding tax-exempt certificate. It is recommended that you make reservations early, as the group blocks may fill before August 16, 2019. You can make Homewood Suites (code DOR) reservations through the designated Homewood Suites reservation site or by calling (850) 402-9400.

COURSES APPROVED BY THE DEPARTMENT OF REVENUE
September 16-20, 2019

Enrollment Fee: $60

ATTENDEE REGISTRATION CANCELLATION POLICY

To cancel a course registration and request a refund, complete and submit **Form DFS-AA-4** to **PTOTraining@floridarevenue.com** by 3:00 p.m. E.T. on September 13, 2019. The request must include a copy of the canceled check (front and back) or bank or credit card statement showing the charges for online payments.

COURSE CANCELLATION POLICY

The Florida Department of Revenue may cancel any course for which the Department deems the number of students enrolled to be insufficient to adequately cover the costs of course administration or for which the Department cannot secure an instructor. Students affected by course cancellations will receive email notification at least 10 business days before the scheduled course start date and may apply for a refund or opt to transfer course registration to another course in that program.

To transfer your registration, contact the Department of Revenue by email at **PTOTraining@floridarevenue.com**. To apply for a refund, complete and submit **Form DFS-AA-4** with a copy of the canceled check (front and back) or bank or credit card statement showing the charges for online payments to **PTOTraining@floridarevenue.com.**

The Florida Department of Revenue is not liable for charges or fees the student incurs because of course cancellations. Students should consider this cancellation policy when making travel arrangements.

*The following course applies toward the certification requirements Chapter 12-9, Florida Administrative Code, prescribes.

TCC 502 – Management of a Florida Tax Collector's Office
This course is for a Florida tax collector's office staff. Participants will receive an introduction to the principles of effective leadership and quality management techniques. **All participants must complete the FREE DISC profile and bring a copy of the results to the course.**