



Hosted by the Property Tax Oversight Program

PROGRAM ENROLLMENT

Click [here](#) to register
to attend the January
Tax Collector
Program.

The final deadline for
registration is
Monday, January 13,
2020.

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., EST on
Friday, January 24, 2020.

TAX COLLECTOR PROGRAM

JANUARY 27-31, 2020
ORLANDO

Program Information

The Department of Revenue's Property Tax Oversight (PTO) program is offering the annual continuing education workshops for tax collectors and the TCC 501 course the week of January 27-31, 2020. A description of each course is below.

The program will be held at the Florida Hotel and Conference Center (1500 Sand Lake Road, Orlando). Participants should come prepared with writing utensils, paper, and a jacket or sweater. Individuals who have received registration confirmation from

LMSadmin@floridarevenue.com may pick up course materials on the following dates at the Florida Hotel and Conference Center:

- Sunday, January 26, 2020, between 5:00 p.m. and 7:00 p.m.
- Monday, January 27, 2020, between 8:00 a.m. and 8:30 a.m.

Registration

Registration for the courses is available online through the Department's [online registration and payment portal](#). The registration deadline is January 13, 2020. Online registration and payment are encouraged. If you choose to mail your registration and payment, space availability cannot be guaranteed.

Hotel Room Block

Blocks of rooms are reserved at the Florida Hotel and Conference Center. You must guarantee all reservations with a major credit card by January 6, 2020, to receive the group rate of \$135 single/double 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 January 6, 2020. You can make reservations through the designated [Florida Hotel and Conference Center reservation site](#) or by calling 1-800-588-4656. The group name is Florida Department of Revenue.

COURSES APPROVED BY THE DEPARTMENT OF REVENUE

January 27-31, 2020



*The following courses apply toward the certification requirements as prescribed by Chapter 12-9, Florida Administrative Code.

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. EST on January 24, 2020. 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.

CONTINUING EDUCATION WORKSHOP FOR TAX COLLECTORS

January 27-29, 2020

Enrollment Fee: \$60

CEW 1007 – CONTINUING EDUCATION WORKSHOP FOR TAX COLLECTORS

Continuing Education Workshops are designed to assist county tax collectors and staff to perform duties on the local level more effectively. This 24-hour workshop fulfills the annual continuing education requirement of the Certified Florida Collector designation and includes four hours of training covering ethics, public records and Government in the Sunshine, as well as eight hours of training on investment practices and products.

Course Capacity: 80 students

DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS

January 27-31, 2020

Enrollment Fee: \$60

TCC 501 – DUTIES AND RESPONSIBILITIES OF FLORIDA TAX COLLECTORS

This course teaches the tax collector's primary responsibilities as a constitutional officer. It covers the duties relating to each state agency for which the tax collector serves as an agent, including the Department of Agriculture and Consumer Services, Department of Health, Department of Highway Safety and Motor Vehicles, Department of Revenue and the Fish and Wildlife Conservation Commission. The course includes an overview of Florida's ethics and public records laws and how they relate to the tax collector's office. The course also covers office management topics, such as budget, internal controls and cyber security, as well as the principles of quality customer service.

Course Capacity: 80 students