



Florida Department of Revenue – Property Tax Oversight Continuing Education Workshop Property Appraisers and Tax Collectors January 28 – 31, 2025

Program Information

The Florida Department of Revenue is excited to announce the offering of the following workshop January 28 – 31, 2025. The course will be offered in Orlando, Florida, at the Florida Hotel and Conference Center.

Please read this notice in its entirety to ensure a full understanding of the workshop experience and student expectations.

Workshop Registration

Registrations are accepted on a first-come, first-served basis with payment accompanying registration. Submit payment for the course via the [online registration site](#). All registrations must be received by January 7, 2025. Once registered, the student will receive a confirmation email from PTOTraining@floridarevenue.com. **Submitting registrations early is recommended, as the course may reach capacity before the January 7, 2025, deadline. Registrations will not be accepted after the course registration deadline.**

NOTE: Registrations submitted via mail must include a screenshot of the [online registration site](#) screen fields completed for each student. This is the registration form. Registrations submitted via mail that are received after the January 7, 2025, deadline will not be accepted. It is highly recommended that registrants either submit registrations via the [online registration site](#) or mail with a tracking method to ensure delivery before the January 7, 2025, deadline. Contact PTOTraining@floridarevenue.com for the registration mailing address.

Hotel Registration

A block of rooms is reserved at the Florida Hotel and Conference Center, located at 1500 Sand Lake Road, Orlando, Florida. All reservations must be guaranteed with a credit card by January 6, 2025, to receive the group rate of \$145 (single/double). This rate includes self-parking, and the \$23 per day service charge is waived. No meals are included in this program. **Making reservations early is recommended, as the group block may fill before the January 6, 2025, deadline.**

For a reservation to be tax exempt, the reservation must be made directly with the hotel and paid for with a government-issued credit card or check along with the corresponding tax-exempt certificate. Reservations can be made through the designated [Florida Hotel and Conference Center reservation link](#) or by calling 1-800-588-4656. The group name is Florida Department of Revenue.

Workshop Schedule

This workshop is conducted in person beginning at 1:00 p.m. ET on Tuesday, January 28, 2025, and concludes at 12:00 p.m. ET on Friday, January 31, 2025.

Continuing Education Workshop schedule:

Tuesday, January 28, 2025, 1:00 p.m. – 5:00 p.m. ET

Wednesday, January 29, 2025, 8:30 a.m. – 5:00 p.m. ET

Thursday, January 30, 2025, 8:30 a.m. – 5:00 p.m. ET

Friday, January 31, 2025, 8:30 a.m. – 12:00 p.m. ET

Department of Revenue (Department) Attendance Policy

To receive credit for the education requirements, applicants must be present in the classroom during all instructional hours and pass the required examination (Rule 12D-19.003(6), Florida Administrative Code (F.A.C.)). There is **no** required examination in this workshop. Partial attendance will be recorded for continuing education hours.

Workshop Materials

Materials are distributed in the classroom each day at the Florida Hotel and Conference Center, Salon 1 and/or Salon 2 (exact location provided in the agenda). Students are responsible for writing utensils and scratch paper. An electronic pencil sharpener will be available.

Classroom Guidelines/Student Expectations

To make the classroom environment a positive experience for all students, please adhere to the following:

- No smoking, chewing tobacco, or vaping allowed in the classroom.
- Refrain from wearing heavy perfume, cologne, and other fragrances in the classroom.
- Silence cell phones, laptops, tablets, and any other electronic devices when the course is in session, except when using them for course-related matters.

Course Cancellation Policy

The Florida Department of Revenue (Department) may cancel any course if the Department deems the number of students enrolled to be insufficient to adequately cover the costs of course administration or if 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 a registration because of a course cancellation, contact the Department by email at PTOTraining@floridarevenue.com. The Department is not liable for charges or fees the student incurs because of course cancellations.

Registration Cancellation Procedure

To cancel a course registration and request a refund, complete and submit a *State of Florida, Department of Financial Services, Application for Refund* ([Form DFS-AA-4](#)) to PTOTraining@floridarevenue.com. The request must include a copy of the canceled check (front and back) or bank or credit card statement showing the charge for the online payment.

Requests to transfer a course registration to another student should be submitted in writing and will be accepted up to one week before the course.

Course Date	Description	Cost, Registration Information, and Deadline (Courses may fill before the deadline. Register early.)
January 28-31, 2025	2025 Continuing Education Workshop for Property Appraisers and Tax Collectors Continuing education workshops (CEW) are designed to assist county property appraisers, tax collectors, and staff to perform duties on the local level more effectively. This 24-hour workshop fulfills the annual continuing education requirement for the Certified Florida Appraiser (CFA) and Certified Florida Collector (CFC) designations and includes four hours of training covering ethics, public records, and Government in the Sunshine topics.	\$500 Click here to register now. January 7, 2025