



# Florida Department of Revenue – Property Tax Oversight Tax Collector Course February 25-28, 2025

The Florida Department of Revenue (Department) is excited to offer the following course via Zoom, February 25-28, 2025

## Course Registration

Registrations are accepted on a first-come, first-served basis, with payment required at registration. Registrants submit payment for the course via the Online Registration [website](#). The course may reach capacity prior to the registration deadline, so **early registration is recommended**. Once registered, the student will receive a confirmation email from [PTOTraining@floridarevenue.com](mailto:PTOTraining@floridarevenue.com).

**NOTE:** Registrations submitted via mail must include a screenshot of the screen fields completed for each student on the Online Registration [website](#). This is the registration form. **Registrations submitted via mail that are received after the February 3, 2025, deadline, or after the course reaches capacity, will not be accepted.** The Department recommends that registrants either submit registrations via the Online Registration [website](#) or mail with a tracking method to ensure delivery before the February 3, 2025, deadline. Contact [PTOTraining@floridarevenue.com](mailto:PTOTraining@floridarevenue.com) for the registration mailing address.

## Course Location and Schedule

This course is conducted online via Zoom. The course begins at 8:30 a.m. ET on Tuesday, February 25, 2025, and ends Friday, February 28, 2025. The course concludes each day by 5:00 p.m. ET except the final day of the course which concludes by 2:30 p.m. ET. Registrants take the exam via virtual proctor during the exam window.

## Course Materials

Student reference manual access information is emailed to registrants the week prior to the course. Scratch paper and pencils are recommended.

## Technology Requirements

A computer equipped with a web camera and microphone is **required** to take the course and exam. Attending as a group in one room with a camera and microphone for the group is allowed for the course, but not the exam. Students must test online individually, in a private space, with the required web camera and microphone.

## Course Exam

The week prior to the course, registrants will receive an email from [PTOTraining@floridarevenue.com](mailto:PTOTraining@floridarevenue.com) that contains information about making an exam reservation and the requirements of the virtual proctoring process. The exam window opens at 3:00 p.m. ET on Friday, February 28, 2025, and closes at 11:59 p.m. ET on Thursday, March 6, 2025. Students must take the course exam during this window.

Students should meet with their manager prior to the exam window to discuss a date and time to take the exam and identify a suitable location (private room with a computer and webcam) to take the exam. Additional instructions about the exam process are provided to each student. Reading and following all directions correctly is recommended. Review the [ProctorU - Before the Exam](#) and [ProctorU - Exam Day](#) videos, which further explain the exam process.

### Exam Result Reporting and Privacy

The Florida Department of Revenue (Department) recognizes the importance of protecting your privacy. By registering for a Department-sponsored course, you consent to the collection, use, and disclosure of your exam results for the purpose of administering the certification program. The Department does not report pass/fail status.

### Department of Revenue Attendance Policy

To receive credit for the education requirements, registrants must be present in the classroom during all instructional hours and pass the required examination. Attending an online course qualifies as presence in the classroom, per Rule 12D-19.003(6), Florida Administrative Code (F.A.C.).

### Course Cancellation Policy

When the number of registrants enrolled in a Department-sponsored course is insufficient to adequately cover the costs of course administration or the Department cannot secure an instructor, the course will be canceled. The Department will notify registrants affected by a course cancellation by email at least 10 business days before the course's scheduled start date. Affected registrants may apply for a refund or opt to transfer course registration to another course in that program, per Rule 12D-19.005(5), F.A.C. To transfer your registration, email the Department at [PTOTraining@floridarevenue.com](mailto:PTOTraining@floridarevenue.com). The Department is not liable for charges or fees the registrant incurs because of course cancellations.

### Registration Cancellation Procedure

To cancel a course registration and request a refund, submit a *State of Florida, Department of Financial Services, Application for Refund (Form DFS-AA-4)* to [PTOTraining@floridarevenue.com](mailto: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 your online payment.

Course Date	Description	Cost, Registration Information and Deadline (Courses may fill before the deadline - register early.)
February 25-28, 2025	<b>TCC 501, Duties and Responsibilities of Florida Tax Collectors</b> 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, cyber security, and the principles of quality customer service. Course capacity is 100 registrants.	\$244 Registration Fee  Click <a href="#">here</a> to register now. Registration closes February 3, 2025. Course may fill before this date.