



FLORIDA

**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 8, 2018.

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 19, 2018.

TAX COLLECTOR PROGRAM

JANUARY 22-26, 2018
Orlando

Description

The Department of Revenue's Property Tax Oversight (PTO) program is offering the Continuing Education Workshop for Tax Collectors January 22-24, 2018, and the course TCC 501, Duties and Responsibilities of Florida Tax Collectors, January 22-26, 2018. Descriptions of each course follow.

Registration

Registration for both courses is available online through the Department's [online registration and payment portal](#). The registration deadline is January 8, 2018. Online registration and payment is strongly encouraged. If you choose to mail your registration and payment, space availability in a class cannot be guaranteed.

Program Information

Participants should bring writing utensil(s), paper and a jacket or sweater.

The program will be at the [Florida Hotel and Conference Center](#) (1500 Sand Lake Road, Orlando, Florida). You must guarantee all reservations with a major credit card by January 7, 2018, to receive the group rate of \$124 single/double per night, which includes the \$18 hotel service charge and self-parking. This rate **does not** include breakfast. 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. We recommend making reservations early, as the group block may fill before January 7, 2018. You can make reservations through the designated [Florida Hotel and Conference Center reservation site](#) or by calling 1-800-588-4956.

Individuals who have received registration confirmation from LMSadmin@floridarevenue.com may pick up course materials at the Florida Hotel and Conference Center on the following dates:

- Sunday, January 21, 2018, between 5:00 p.m. and 7:00 p.m.
- Monday, January 22, 2018, between 8:00 a.m. and 8:30 a.m.

CONTINUING EDUCATION WORKSHOP FOR TAX COLLECTORS

January 22-24, 2018

Enrollment Fee: \$60

CEW 1003 – 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 22-26, 2018

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