

Approval of Continuing Education Hours

12D-19.004, Florida Administrative Code

For Certified Florida Appraiser (CFA) certifications, continuing education courses must address topics within the following areas as they relate specifically to the functions of property appraisers:

- Duties and role of property appraisers
- Duties and role of the Department of Revenue (Department)
- State or federal appraisal law, including professionally accepted appraisal practices and appropriate appraisal methodologies
- Management of technology information systems
- Office management and personnel training as it relates to property appraiser offices
- Public administration
- Ethics training required by section 112.3142, Florida Statutes (F.S.)

For Certified Florida Collector (CFC) certifications, continuing education courses must address topics within the following areas as they relate specifically to the functions of tax collectors:

- Duties and role of tax collectors
- Duties and role of the Department
- Duties and roles of state agencies for which tax collectors serve as an agent
- State or federal tax law
- Management of technology information systems
- Office management and personnel training as it relates to tax collector offices
- Public administration
- Ethics training required by s. 112.3142, F.S.

To obtain approval of continuing education hours, complete and submit an *Application for Approval of a Course or Continuing Education Credit Hours* ([Form DR-4002](#)) to the Department **at least 20 days** before the course start date. The application must include a detailed written description of the proposed course including course content, an agenda if available, number of instruction hours, and the instructor's qualifications.

The agenda or course description must show quantifiable subject matter. Starting and ending times, breaks, and meal times must be listed for each topic. To be approved as a course for initial certification, the course must contain a monitored examination. Continuing education hours are awarded based on one hour per 50 minutes of classroom time.

The Department will notify the requestor in writing of the approved course, the Department's course number, and the number of credit hours. The Department will also post this information on the About Certification and Training [webpage](#).

The Department will consider and approve qualifying substitutions of course presentations and instructors when unavoidable circumstances arise that prevent the course presentation. To receive approval for a substitute course presentation, the course provider must submit a detailed written description of the circumstances and the proposed substitution. The description must describe how the

substitute presentation and instructor meet subsection 12D-19.004(1), Florida Administrative Code criteria.

Course sponsors must provide attendees with a form to track their attendance and calculate their course hours. The Department's course approval letter is intended to provide the course sponsor the total approved course hours and is not a sufficient document for attendance tracking.

Questions: PTOTraining@floridarevenue.com