

## Approval of Certification Courses

### [12D-19.004, Florida Administrative Code](#)

Any course approved for credit towards certification, recertification, or reinstatement must be approved by the Department of Revenue (Department) through one of the methods provided below **before the course is taken for credit**. The courses must impart expertise in one of the following areas, as it relates to the requesting individual's professional designation: professionally accepted appraisal practices, appropriate appraisal methodologies, cadastral mapping, tax administration, assessment, or collection in Florida. **To be approved as a course for initial certification, the course must contain a monitored examination.**

- Any course that meets the requirements of the applicable program and is approved by the Department for credit towards certification, recertification, or reinstatement is published on the Department's [Certification and Training webpage](#).
- Any course not found in the Department's list of approved courses will be approved for certification, recertification or reinstatement on a case-by-case basis by the Department's training staff. Approval is contingent upon documentation showing the proposed course imparts expertise as it relates to the requesting individual's professional designation.

To obtain approval for a course, complete and submit an *Application for Approval of a Course or Continuing Education Credit Hours (Form DR-4002)*, incorporated by reference in Rule 12D-16.002, Florida Administrative Code (F.A.C.), 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 hours of instruction, 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 assigned hours. To be approved as a course for initial certification, the course must contain a monitored examination.

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), F.A.C., criteria.

Course sponsors must provide attendees with a document noting successful course completion. 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 course completion.

Questions: [PTOTraining@floridarevenue.com](mailto:PTOTraining@floridarevenue.com)