

IF REQUESTED IN WRITING AND NOT DEEMED UNNECESSARY BY THE AGENCY HEAD, A RULE DEVELOPMENT WORKSHOP WILL BE NOTICED IN THE NEXT AVAILABLE FLORIDA ADMINISTRATIVE REGISTER.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE DEVELOPMENT AND A COPY OF THE PRELIMINARY DRAFT, IF AVAILABLE, IS: Cory Morea, Deer Management Program Coordinator, Fish and Wildlife Conservation Commission, 620 South Meridian Street, Tallahassee, Florida 32399-1600, (850)617-9553.

THE PRELIMINARY TEXT OF THE PROPOSED RULE DEVELOPMENT IS NOT AVAILABLE.

Section II Proposed Rules

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

Board of Accountancy

RULE NO.: RULE TITLE:

61H1-27.001 College or University Requirements

PURPOSE AND EFFECT: The Board proposes a rule amendment to the language to include the European Quality Improvement System (EQUIS) into the academic requirements. **SUMMARY:** The proposed rule amendment adds EQUIS into the academic requirements.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:

The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has not been prepared by the Agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: During discussion of the economic impact of this rule at its Board meeting, the Board concluded that this rule change will not have any impact on licensees and their businesses or the businesses that employ them. The rule will not increase any fees, business costs, personnel costs, will not decrease profit opportunities, and will not require any specialized knowledge to comply. This change will not increase any direct or indirect regulatory costs. Hence, the Board determined that a Statement of Estimated Regulatory Costs (SERC) was not necessary and that the rule will not require ratification by the Legislature. No person or interested party submitted additional information regarding the economic impact at that time.

Any person who wishes to provide information regarding a statement of estimated regulatory costs, or provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 473.304, 473.306 FS.

LAW IMPLEMENTED: 473.306 FS.

IF REQUESTED WITHIN 21 DAYS OF THE DATE OF THIS NOTICE, A HEARING WILL BE SCHEDULED AND ANNOUNCED IN THE FAR.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: Roger Scarborough, Division Director, Board of Accountancy, 240 NW 76th Dr., Suite A, Gainesville, Florida 32607, Roger.Scarborough@myfloridalicense.com.

THE FULL TEXT OF THE PROPOSED RULE IS:

61H1-27.001 College or University Requirements.

(1) An accredited college or university within the meaning of Section 473.306, F.S., is a four-year degree granting college or university in the State University System or other four-year degree granting educational institution accredited at the time applicant's degree was received by virtue of membership in one of the following accrediting agencies so listed:

(a) through (h) No change.

(i) European Quality Improvement System (EQUIS);

(i) through (j) renumbered (j) through (k) No change.

(2) through (6) No change.

Rulemaking Authority 473.304, 473.306 FS. Law Implemented 473.306 FS. History—New 12-4-79, Amended 2-3-81, 3-21-84, 10-28-85, Formerly 21A-27.01, Amended 4-8-86, 9-1-87, 8-25-88, 12-28-89, 3-29-90, Formerly 21A-27.001, Amended 1-11-95, 5-11-03, 3-21-05, 4-9-06, 8-13-06, 12-27-09, 2-6-12, 3-27-13, 8-7-13, 3-13-18, 7-29-18, 4-30-19, 4-23-20, 2-9-21, _____.

NAME OF PERSON ORIGINATING PROPOSED RULE:
Board of Accountancy

NAME OF AGENCY HEAD WHO APPROVED THE PROPOSED RULE: Board of Accountancy

DATE PROPOSED RULE APPROVED BY AGENCY HEAD: January 29, 2021

DATE NOTICE OF PROPOSED RULE DEVELOPMENT PUBLISHED IN FAR: March 3, 2021

Section III Notice of Changes, Corrections and Withdrawals

DEPARTMENT OF REVENUE

RULE NOS.: RULE TITLES:

12-9.001 Definitions

12-9.002 Certified Florida Property
Appraiser/Certified Florida Evaluator and

	Certified Florida Collector/Certified Florida Collector Assistant Program
12-9.003	Qualifications
12-9.0031	Approval of Courses
12-9.0032	Departmental Sponsored Courses
12-9.004	Application for Certification
12-9.0055	Fees
12-9.006	Certification
12-9.007	Recertification
12-9.0077	Reinstatement

NOTICE OF CHANGE

Notice is hereby given that the following changes have been made to the proposed rule in accordance with subparagraph 120.54(3)(d)1., F.S., published in Vol. 46 No. 247, December 22, 2020 issue of the Florida Administrative Register.

The following changes are made in response to written comments received from the staff of the Joint Administrative Procedures Committee and public comment received and made a part of the record of the rule hearing conducted on January 13, 2021. A revised draft of the proposed rules that includes the changes in this Notice of Change is available on the Department’s website.

12-9.001 Definitions. The following definitions apply to this chapter:

- (1) through (4) No change.
- (5) Professional designee: An elected or appointed official, ~~or an employee of such official or an employee of the Department~~ who has met the requirements for certification as set forth in these rules.
- (6) through (7) No change.
- (8) Committees: The Admissions and Certifications Committees for Certified Florida Appraisers, ~~Certified Florida Evaluators,~~ ~~Certified Cadastralists of Florida,~~ ~~and~~ Certified Florida Collectors ~~and/~~ Certified Florida Collector Assistants.
- (9) through (12) No change.

12-9.002 Certified Florida Appraiser, Certified Florida Evaluator, Certified Cadastralist of Florida, Certified Florida Collector, and Certified Florida Collector Assistant Program.

- (1) through (2) No change.
- (3)(a) No change.
- (b) The CFE certification is available to employees of Florida county property appraisers ~~and the Department.~~
- (c) The CCF certification is available to property appraisers, and employees of Florida county property appraisers ~~and the Department.~~
- (d) No change.
- (e) The CFCA certification is available to employees of Florida county tax collectors ~~and the Department.~~

(4) The Department will publish an informational booklet or guide about the program presenting these rules, applicable

forms, and ~~registration and payment process approved courses.~~ This guide is available on the Department’s Certification and Training webpage https://floridarevenue.com/property/Pages/Cofficial_Training.aspx.

(5) The Executive Director, or the Executive Director’s designee, shall appoint two Admissions and Certifications Committees. One committee will administer the certification of persons as “Certified Florida Appraisers,” “Certified Florida Evaluators,” and “Certified Cadastralists of Florida.” Another committee will administer the certification of persons as “Certified Florida Collectors” and “Certified Florida Collector Assistants.” The Executive Director, or the Executive Director’s designee, shall serve as permanent chairperson. The Executive Director, or the Executive Director’s designee, shall appoint nine members to each committee, one of whom shall be the president of the members’ state association. In the event the president of the state association does not hold a professional designation as specified in Rule 12-9.001(9), F.A.C., the president will appoint a designee who does hold such certification. Members of the committees will be appointed for 3 year terms, except for the presidents of the state associations, who shall serve a 1 year term concurrent with their term as president. All members shall serve at the pleasure of the Executive Director, or the Executive Director’s designee.

- (6) through (7) No change.
- (8) The duties of the chairperson are:
 - (a) to set an agenda for each committee meeting,
 - (b) to call meetings based on need; notify members; and give any public notice of date, time and location,
 - (c) to call all meetings to order and maintain proper parliamentary procedures,
 - (d) to distribute minutes of prior meetings,
 - (e) to prepare applicant files with summaries, and
 - (f) to perform any other duties for the administration and operation of the educational programs.

12-9.003 Qualifications.

- (1) No change.
- (2) Applicants for a certification as a Certified Florida Appraiser, Certified Florida Evaluator, Certified Florida Collector, or Certified Florida Collector Assistant must attend a minimum of 120 hours of approved courses and pass ~~properly~~ monitored examinations. Applicants for a certification as a Certified Cadastralist of Florida must attend a minimum of 150 hours of approved courses and pass ~~properly~~ monitored examinations.

(3) The approved courses for certification as a Certified Florida Collector or a Certified Florida Collector Assistant must include the following courses:

(a) A minimum of 30 hours of approved courses which include instruction and examination on the duties and responsibilities Duties and Responsibilities of a Florida Tax Collector. Collectors totaling 30 hours.

(b) A minimum of 90 hours of approved Approved elective courses which include instruction and examination designed to impart expertise in the areas of tax administration, assessment, or collection in Florida, totaling 90 hours with properly monitored examinations.

(4) The approved courses for certification as a Certified Florida Appraiser or a Certified Florida Evaluator must include the following courses:

(a) A minimum of 30 hours of approved courses which include 30-hour course which includes instruction and examination on basic appraisal principles, types of value, and economic principles pertaining to the valuation of real property. A Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board may be substituted for this course requirement.

(b) A minimum of 30 hours of approved courses which include 30-hour course which includes instruction and examination on procedures and methods regarding the income approach to estimating the value of real property. A Certified General Appraiser license issued by the Florida Real Estate Appraisal Board may be substituted for this course requirement.

(c) A minimum of An additional 60 hours of approved elective courses which include instruction and examination related to the professional designation.

(5) The approved courses for a Certified Cadastralist of Florida certification must include the following courses:

(a) A minimum of 30 hours of approved courses which include 30-hour course which includes instruction and examination on mathematic principles for cadastral mappers.

(b) A minimum of 30 hours of approved courses which include 30-hour course which includes instruction and examination on the Public Land Survey System for the Cadastral Mapper.

(c) A minimum of 30 hours of approved courses which include 30-hour course which includes instruction and examination on real property descriptions.

(d) A minimum of 30 hours of approved courses which include 30-hour course which includes instruction and examination on basic map compilation.

(e) A minimum of 30 hours of approved elective courses which include One 30-hour elective course which includes instruction and examination on principles, techniques, or applications of cadastral mapping.

(6) To receive credit for the ~~above~~ education requirements, applicants must be present in the classroom during all instructional hours and pass the required examination.

Attendance in an online course qualifies as presence in the classroom.

(a) An applicant who wishes to qualify for an initial certification may challenge an examination and receive credit for the ~~instructional course and~~ course hours without taking the course provided ~~that~~ the applicant passes the examination makes a passing grade as determined by the course provider. A passing grade on course examinations provided by the Department is a grade of 70% or better. All questions are weighed equally. The applicant must provide documentation of passing the examination in the form of a certificate of completion or other documentation from the course provider.

(b) An applicant who wishes to challenge an examination must contact the course provider to arrange scheduling. An applicant who wishes to challenge an examination for a course provided by the Department must submit a written request to PTOTraining@floridarevenue.com at least 30 days prior to the start of the course.

12-9.0031 Approval of Courses.

(1) No change.

(a) No change.

(b) 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 professional designation of the requesting individual in one of the areas in subsection (1) in the relevant field.

1. through 3. No change.

(2) No change.

12-9.0032 Department Sponsored Courses.

(1) No change.

(2)(a) No change.

(b) Participants may register and pay tuition using the Property Tax Oversight Certification and Training Online Registration and Payment Portal at <https://taxapps.floridarevenue.com/ptoregpublic/>. Participants who are unable to register online may contact Property Tax Oversight Program Certification and Training for assistance by email at PTOTraining@floridarevenue.com or by calling (850) 717-6570.

(c) No change.

(d) Registration is open to all interested parties on a space available basis. The registration process for external individuals is the same as those working for the property appraiser, or tax collector, ~~or Department.~~

(3) through (5) No change.

12-9.004 Application for Certification.

(1) An applicant for certification shall provide the Department the following:

(a) No change.

(b) The originals or copies of certificates or other documents, course transcripts and current related professional licenses showing ~~satisfactory~~ completion of the required courses as set forth in these rules.

(c) No change.

(2) No change.

~~(3) The chairperson's duties shall be:~~

~~(a) To set an agenda for each committee meeting;~~

~~(b) To call meetings based on need; notify members; and give any public notice of date, time and location;~~

~~(c) To call all meetings to order and maintain proper parliamentary procedures;~~

~~(d) To distribute minutes of prior meetings;~~

~~(e) To prepare applicant files with summaries; and~~

~~(f) To perform any other duties for the administration and operation of the educational programs.~~

12-9.0055 Fees and Tuition.

(1) through (2) No change.

(3) All fees and course tuition payments must be submitted to the Department by:

(a) using ~~the~~ Property Tax Oversight Certification and Training Online Registration and Payment Portal at <https://taxapps.floridarevenue.com/ptoregpublic/>, or

(b) No change.

(4) No change.

12-9.006 Certification.

(1) No change.

(2) To prorate the special qualification salary for property appraisers and tax collectors, the certification date shall begin the first day of the month following the date the last educational or other requirement for certification was met. Employees are qualified for certification as of the first day of the month following the date the last educational or other requirement for certification was met. Any person who is a Certified Florida Evaluator or Certified Florida Collector Assistant that is elected or appointed as a property appraiser or a tax collector will be recognized as a Certified Florida Appraiser or Certified Florida Collector as of the first day of the month following the date the official took office. ~~Employees of property appraisers and tax collectors are eligible for a special salary only at the lawful discretion of the official.~~

(3) No change.

12-9.007 Recertification.

(1)(a) To be recertified, Certified Florida Appraisers and Certified Florida Collectors must ~~satisfactorily~~ complete a minimum of 24 hours of approved courses that meet the criteria of Rule 12-9.0031(1), F.A.C., each calendar year and pay a recertification fee, as specified in Rule 12-9.0055(1)(b), F.A.C.

(b) To be recertified, Certified Florida Evaluators, Certified Cadastralists of Florida, and Certified Florida Collector Assistants must certify their governmental employment each calendar year and pay a recertification fee, as specified in Rule 12-9.0055(1)(b), F.A.C. At the discretion of each official, professional designees employed by such official may be required to maintain recertification by ~~satisfactorily~~ completing a designated number of continuing education hours.

(c) No change.

(2) through (9) No change.

12-9.0077 Reinstatement.

(1) No change.

(2) The requirements for reinstatement are:

(a) No change.

(b) For all professional designees ~~professionals~~ seeking reinstatement, the professional must submit a completed Application for Florida Professional Certification (Form DR-4001, incorporated by reference in Rule 12D-16.002, F.A.C.) certifying their governmental employment and reporting any continuing education courses required for reinstatement.

(c) For all professional designees ~~professionals~~, pay the reinstatement fee set forth in Rule 12-9.0055(1)(c), F.A.C.

(3) No change.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: Mike Cotton, Property Tax Oversight Program, telephone (850)617-8870 or email Mike.Cotton@floridarevenue.com.

DEPARTMENT OF REVENUE

Property Tax Oversight Program

RULE NO.: RULE TITLE:

12D-16.002 Index to Forms

NOTICE OF CHANGE

Notice is hereby given that the following changes have been made to the proposed rule in accordance with subparagraph 120.54(3)(d)1., F.S., published in Vol. 46 No. 246, December 21, 2020 issue of the Florida Administrative Register.

The following changes are made in response to public comment received and made a part of the record of the rule hearing conducted on January 13, 2021. A revised draft of Form DR-4001, Application for Florida Professional Certification, is available on the Department's website.

The last sentence of the first paragraph on page 1 of Form DR-4001 has been revised, so that when adopted, that sentence will read as follows:

Submit your completed application and pay the required fee to the Department using the

Property Tax Oversight Certification and Training Online Registration and Payment Portal at

http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx

The “Applicant Signature” section on page 1 of Form DR-4001 has been revised, so that when adopted, the section will read as follows:

I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.

The following instructions on page 2 of Form DR-4001 have been revised, so that when adopted, those instructions will provide the following.

INSTRUCTIONS

The Florida Department of Revenue (Department) provides training and certification for Florida

- county property appraisers and employees
- county tax collectors and employees

Certification

To become certified as one of the following Florida professional designees, you must have two years of experience employed in a Florida property appraiser office, a Florida tax collector office, or with the Department and meet certain requirements:

- Certified Florida Appraiser
- Certified Florida Evaluator
- Certified Cadastralist of Florida
- Certified Florida Collector
- Certified Florida Collector Assistant

To become a Certified Florida Appraiser or Certified Florida Evaluator you must complete:

- a minimum of 30 hours of approved courses which include instruction and examinations on basic appraisal principles, types of value, and economic principles pertaining to the valuation of real property

- a minimum of 30 hours of approved courses which include instruction and examination on procedures and methods regarding the income approach to estimating the value of real property

- an additional 60 hours of approved elective courses which include instruction and examinations related to the professional designation

To become a Certified Cadastralist of Florida you must complete:

- a minimum of 30 hours of approved courses which include instruction and examination on mathematic principles for cadastral mappers

- a minimum of 30 hours of approved courses which include instruction and examination on the Public Land Survey System for cadastral mappers

- a minimum of 30 hours of approved courses which include instruction and examination on real property descriptions

- a minimum of 30 hours of approved courses which include instruction and examination on basic map compilation

- a minimum of 30 hours of approved elective courses which include instruction and examination on principles, techniques, or applications of cadastral mapping

To become a Certified Florida Collector or Florida Certified Collector Assistant you must complete:

- a minimum of 30 hours of approved courses which includes instruction and examination on the duties and responsibilities of a Florida tax collector

- a minimum of 90 hours of approved elective courses which include instruction and examinations designed to impart expertise in the areas of tax administration, assessment, or collection in Florida

Annual Recertification Due January 1

Florida county property appraisers and tax collectors must complete a minimum of 24 hours of approved courses.

**Section IV
Emergency Rules**

NONE

**Section V
Petitions and Dispositions Regarding Rule
Variance or Waiver**

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

Division of Hotels and Restaurants

RULE NO.: RULE TITLE:

61C-1.004 General Sanitation and Safety Requirements

The Florida Department of Business and Professional Regulation, Division of Hotels and Restaurants hereby gives notice: On March 3, 2021 the Division of Hotels and Restaurants received a Petition for an Emergency Variance for paragraph 61C-1.004(2)(a), Florida Administrative Code, subsection 61C-4.010(7) Florida Administrative Code and subsection 61C-4.010(6), Florida Administrative Code, and

unforeseeable delays in the onboarding process [with Merrill Lynch] his Form U4 was filed just shortly after the 2 year expiration and subsequently the exams lapsed.” Thus, as posed in the Petition, it is Merrill Lynch’s errors, actions, and 83 days of delays in the onboarding process that caused Petitioner to have to retake the Series 65 exam and experience hardship, not the application of paragraph 69W-600.0024(6)(b), Florida Administrative Code.

Further, the Office finds that the Petition fails to clearly identify or delineate the specific way paragraph 69W-600.0024(6)(b), Florida Administrative Code, violates principles of fairness by affecting Petitioner in a manner significantly different from the way it affects other similarly situated persons who have to take or retake an examination. The Office notes that Petitioner (who applied 83 days after the exam results expired) is in no different position relative to re-taking the Series 66 exam or taking the Series 65 exam than any other person whose Series 66 exam results have expired or who must take the Series 65 exam. The Petition seems to argue that Merrill Lynch’s onboarding delays resulted in the unfair treatment of the Petitioner. Thus, by Petitioner’s own admission, it is not Rule 69W-600.0024, Florida Administrative Code, that violates principles of fairness, but the delays in Merrill Lynch’s onboarding process. Resolution: The Final Order denying the Petition is based on the conclusion that Petitioner is not entitled to a waiver.

A copy of the Order or additional information may be obtained by contacting: Agency Clerk, Office of Financial Regulation, P.O. Box 8050, Tallahassee, Florida 32314-8050, (850)410-9889, Agency.Clerk@flofr.com or visiting the Agency’s website at www.flofr.com.

Section VI

Notice of Meetings, Workshops and Public Hearings

DEPARTMENT OF REVENUE

RULE NOS.:RULE TITLES:

- 12-9.001 Definitions
- 12-9.002 Certified Florida Property Appraiser/Certified Florida Evaluator and Certified Florida Collector/Certified Florida Collector Assistant Program
- 12-9.003 Qualifications
- 12-9.0031 Approval of Courses
- 12-9.0032 Departmental Sponsored Courses
- 12-9.004 Application for Certification
- 12-9.0055 Fees
- 12-9.006 Certification
- 12-9.007 Recertification
- 12-9.0077 Reinstatement

The DEPARTMENT OF REVENUE announces a hearing to which all persons are invited.

DATE AND TIME: May 5, 2021, 10:00 a.m.

PLACE: 2450 Shumard Oak Boulevard, Building 2, Room 1220, Tallahassee, Florida

SPECIAL COVID-19 CONSIDERATIONS: The Governor of the State of Florida has declared a state of emergency due to the COVID-19 pandemic. To minimize exposure to COVID-19 and help protect visitors and employees, Department offices are temporarily closed to the public. If Department offices remain closed to the public at the time of this hearing due to the COVID-19 pandemic, the hearing will take place using electronic media. Anyone wishing to participate in this public hearing must register at <https://attendee.gotowebinar.com/register/1913493693478587920>. Additional updates, including any potential developments regarding the closure status of Department offices, may be found on the Department’s website at: <http://floridarevenue.com/rules/>.

GENERAL SUBJECT MATTER TO BE CONSIDERED: The Department will receive comments on the proposed rules published in the Florida Administrative Register December 22, 2020 (Vol. 46, No. 247, pp. 5609-5617), as amended by the Notice of Change published in this edition of the Florida Administrative Register. The proposed amendments to Rule Chapter 12-9, F.A.C. (Certified Florida Property Appraiser and Certified Florida Tax Collector Program), is to provide updated requirements for property appraisers and tax collectors, and their employees to obtain and renew professional certifications under the Program.

A copy of the agenda may be obtained by contacting: Mike Cotton, Property Tax Oversight Program, telephone (850)617-8870, or email: RuleComments@floridarevenue.com.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 48 hours before the workshop/meeting by contacting: Mike Cotton at (850)617-8870. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

For more information, you may contact: Mike Cotton at (850)617-8870 or email: RuleComments@floridarevenue.com.

DEPARTMENT OF REVENUE

Property Tax Oversight Program

RULE NO.: RULE TITLE:

12D-16.002 Index to Forms

The DEPARTMENT OF REVENUE announces a hearing to which all persons are invited.

DATE AND TIME: May 5, 2021, 10:00 a.m.

PLACE: 2450 Shumard Oak Boulevard, Building 2, Room 1220, Tallahassee, Florida

SPECIAL COVID-19 CONSIDERATIONS: The Governor of the State of Florida has declared a state of emergency due to the COVID-19 pandemic. To minimize exposure to COVID-19 and help protect visitors and employees, Department offices are temporarily closed to the public. If Department offices remain closed to the public at the time of this hearing due to the COVID-19 pandemic, the hearing will take place using electronic media. Anyone wishing to participate in this public hearing must register at <https://attendee.gotowebinar.com/register/1913493693478587920>. Additional updates, including any potential developments regarding the closure status of Department offices, may be found on the Department's website at: <http://floridarevenue.com/rules/>.

GENERAL SUBJECT MATTER TO BE CONSIDERED: The Department will receive comments on the proposed rule published in the Florida Administrative Register December 21, 2020 (Vol. 46, No. 247, pp. 5594-5596), as amended by the Notice of Change published in this edition of the Florida Administrative Register. The proposed amendments to Rule 12D-16.002, F.A.C. (Index to Forms), is to adopt, by reference, new forms that will be used to administer the Certified Florida Property Appraiser and Certified Florida Tax Collector Program and to remove forms rendered obsolete by the new forms.

A copy of the agenda may be obtained by contacting: Mike Cotton, Property Tax Oversight Program, telephone (850)617-8870, or email: RuleComments@floridarevenue.com.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 48 hours before the workshop/meeting by contacting: Mike Cotton at (850)617-8870. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

For more information, you may contact: Mike Cotton at (850)617-8870 or email: RuleComments@floridarevenue.com.

DEPARTMENT OF TRANSPORTATION

The Florida Department of Transportation announces a public meeting to which all persons are invited.

DATES AND TIMES: March 26, 2021, 9:00 a.m. – 12:00 Noon; March 29, 2021, 1:00 – 4:00 p.m.; April 2, 2021, 9:00 – 12:00 Noon

PLACE: Virtual Meeting via Go-To-Webinar. To participate via your computer, tablet, or smart phone, please register at this web link:

<https://register.gotowebinar.com/register/2103374953130466828>

If you would like to participate by phone, the call in number is: United States: (914)614-3221, Access Code: 879-020-344

GENERAL SUBJECT MATTER TO BE CONSIDERED: Update on the 2018 Florida Greenbook, approval of revisions for the 2021 Florida Greenbook, and discussion of development and adoption of future revisions to the Florida Greenbook.

A copy of the agenda may be obtained by contacting: <https://www.fdot.gov/roadway/floridagreenbook/fgb.shtm> or may be obtained by contacting: Mary Anne Koos, FDOT Special Projects Coordinator, at maryanne.koos@dot.state.fl.us or (850)414-4321.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 7 days before the workshop/meeting by contacting: Mary Anne Koos, FDOT Special Projects Coordinator, at maryanne.koos@dot.state.fl.us or (850)414-4321. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

If any person decides to appeal any decision made by the Board with respect to any matter considered at this meeting or hearing, he/she will need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence from which the appeal is to be issued.

For more information, you may contact: Mary Anne Koos, FDOT Special Projects Coordinator, at maryanne.koos@dot.state.fl.us or (850)414-4321.

FLORIDA COMMISSION ON OFFENDER REVIEW

The Florida Commission on Offender Review announces a public meeting to which all persons are invited.

DATE AND TIME: Wednesday, April 7, 2021, 10:00 a.m.

PLACE: There will be no in person Commission meeting. The meeting will be held via conference call. To participate in the meeting, call United States (Toll Free): 1(877)309-2073 or United States: (571)317-3129 and dial access code 337-350-165. For questions and correspondence from inmate supporters, please email inmatessupporter@fcor.state.fl.us. For questions and correspondence regarding victims' rights, please email victimquestions@fcor.state.fl.us.

GENERAL SUBJECT MATTER TO BE CONSIDERED: Regularly scheduled meeting for all Conditional Medical Release cases and all other Commission business.

A copy of the agenda may be obtained by contacting: Florida Commission on Offender Review, (850)488-1293.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the

PUBLIC HEARING AGENDA

Florida Department of Revenue

Property Tax Oversight

May 5, 2021, 10:00 AM EST
 Capital Circle Office Complex
 2450 Shumard Oak Blvd., Tallahassee, FL

This meeting is open to the public through virtual webinar.

CALL TO ORDER, OPENING REMARKS, MEETING PROCEDURES	Moderator
<p>Discussion of the following proposed amended rules:</p> <ul style="list-style-type: none"> • Rule 12-9.001, F.A.C., Definitions • Rule 12-9.002, F.A.C., Certified Florida Property Appraiser/Certified Florida Evaluator and Certified Florida Collector/Certified Florida Collector Assistant Program • Rule 12-9.003, F.A.C., Qualifications • Rule 12-9.0031, F.A.C., Approval of Courses (New) • Rule 12-9.0032, F.A.C., Department Sponsored Courses (New) • Rule 12-9.004, F.A.C., Application for Certification • Rule 12-9.0055, F.A.C., Fees • Rule 12-9.006, F.A.C., Certification • Rule 12-9.007, F.A.C., Recertification • Rule 12-9.0077, F.A.C., Reinstatement (New) • Rule 12-9.008, F.A.C., Hearing on Certification Application and Expiration (repeal) • Rule 12D-16.002, F.A.C., Index to Forms <ul style="list-style-type: none"> ○ New Form DR-4001, <i>Application for Florida Professional Certification</i> ○ New Form DR-4002, <i>Application for Approval of a Course or Continuing Education Credit Hours</i> ○ Form DR-410, Application for Certified Florida Collector or Certified Florida Collector Assistant (repeal) ○ Form DR-516, Application for Certified Florida Appraiser (repeal) ○ Form DR-516E, Application for Certified Florida Evaluator (repeal) ○ Form DR-591, Application for Certified Cadastralist of Florida (repeal) 	All Interested Parties
CLOSING COMMENTS	Moderator

Handouts: The meeting agenda and draft rule text are on the Department's website at <http://floridarevenue.com/rules>.

Please submit comments and questions regarding this meeting to DORPTO@floridarevenue.com.

Instructions for Participating in the PTO Public Meeting

You can join this meeting by using your computer or phone for a webinar broadcast (“virtual meeting”).

To attend the virtual meeting, you must register with the following link before the meeting: <https://attendee.gotowebinar.com/register/1913493693478587920>.

- Enter your name and contact information and click Register at the bottom of the screen.
- Once you register, a link with instructions to attend the meeting will be sent to the email address you provided. Your registration ID link is unique to your email address. Please save this email. The email will also provide options for you to add the meeting to your calendar.
- **FOR THE MEETING:** If you save the email, you can open it and click on the link to join the meeting. The link will also be provided in the reminder email.
- To register additional attendees, complete a separate registration at the link above.

Registered attendees have three options:

1. Using a computer with microphone and speakers allows you to speak at the meeting. Raise your hand using the Webinar Control to let us know you have a comment.
2. Telephone with AUDIO PIN allows you to speak at the meeting. (All calls are muted. If you want to ask a question or make a comment, email your request to DORPTO@floridarevenue.com and wait your turn to speak.)
3. Telephone with NO AUDIO PIN – Listen Only. Email your questions or comments to DORPTO@floridarevenue.com. In the subject line, use “May 5 PTO Hearing.” All emails will be read aloud and entered into the transcript.

For Technical Support:

If you have problems accessing the registration, contact Anthony Jackson by email at Anthony.Jackson@floridarevenue.com or by phone at 850-617-8878.

The following is the proposed rule text of the Notice of Proposed Rule published December 22, 2020 (Vol. 46, No. 246), as revised by the Notice of Change published March 18, 2021 (Vol. 47, No. 53).

STATE OF FLORIDA
DEPARTMENT OF REVENUE
PROPERTY TAX OVERSIGHT PROGRAM
CHAPTER 12-9, FLORIDA ADMINISTRATIVE CODE
CERTIFIED FLORIDA PROPERTY APPRAISER AND CERTIFIED FLORIDA TAX
COLLECTOR PROGRAM
CREATING RULES 12-9.0031, 12-9.0032, AND 12-9.0077
AMENDING RULES 12-9.001, 12-9.002, 12-9.003, 12-9.004, 12-9.0055, 12-9.006,
AND 12-9.007
REPEALING RULE 12-9.008

12-9.001 Definitions. The following definitions shall apply to this chapter:

(1) Official or officials: Individuals who are elected or appointed to the offices of county tax collector or county property appraiser in the State of Florida.

(2) Applicant: Individuals who apply for certification as a ~~the designation of~~ Certified Florida Appraiser, Certified Florida Evaluator, Certified Florida Collector, ~~or~~ Certified Florida Collector Assistant, or Certified Cadastralist of Florida.

(3) Department: The Florida Department of Revenue.

(4) Chairperson: ~~Chairman:~~ The individual who conducts the admissions and certifications committee meetings, and is a member of said committees.

(5) Professional designee: An elected or appointed official; or an employee of such official ~~or~~

~~an employee of the Department~~ who has met the requirements for certification as set forth in these rules.

(6) Executive Director: The Executive Director of the Department ~~of Revenue of Florida~~.

(7) State Associations: The Property Appraisers' Association of Florida, Inc., Florida Association of Property Appraisers, Inc., and Florida Tax Collectors, Inc.

~~(8) Calendar Year: From January 1 to December 31.~~

~~(8)(9)~~ Committees: The Admissions and Certifications Committees for Certified Florida Appraisers, ~~/Certified Florida Evaluators, /Certified Cadastralists of Florida, and Certified Florida Collectors and/~~ Certified Florida Collector Assistants.

~~(9)(10)~~ Committee Members: Officials who serve on either Admissions and Certifications Committee. Committee members who are property appraisers or tax collectors shall hold the designation of Certified Florida Appraiser or Certified Florida Collector.

~~(10)(11)~~ Approved Course ~~or Workshop~~: Any course, seminar, or workshop courses, seminars, or workshops approved by the Department Executive Director, or the Executive Director's designee, for credit application towards certification, ~~or recertification, or reinstatement~~. Any course approved under the criteria and procedures described in Rule 12-9.0031, F.A.C., is an approved course. ~~Courses, seminars, and workshops will be approved based upon content which will impart expertise in the area of tax administration, assessment, and collection in Florida.~~

~~(11)(12)~~ Governmental Employment: Employment with a Florida county property appraiser, Florida county tax collector, or the ~~Florida Department of Revenue~~.

(12) Department Sponsored: In reference to an approved course, a course for which the Department sets the agenda, arranges presenters or space, or collects tuition.

Editor's note: The agency will renumber this rule to Rule 12D-19.011.

Rulemaking Authority 195.002(2), 195.027(1) ~~213.06(1)~~ FS. Law Implemented 145.10, 145.11, 195.002, ~~213.05~~ FS. History—New 4-2-81, Formerly 12-9.01, Amended 4-11-89, 12-30-97, xx-xx-xx.

12-9.002 Certified Florida Property Appraiser, Certified Florida Evaluator, Certified Cadastralist of Florida, and Certified Florida Collector, and Certified Florida Collector Assistant Program.

(1) A Certified Florida Appraiser, ~~Certified Florida Evaluator, Certified Cadastralist of Florida, and Certified Florida Collector, and~~ Certified Florida Collector Assistant program is shall be established and administered ~~maintained~~ by the Department, ~~from its central office at Tallahassee, Florida. The administration of this program shall be the responsibility of the Department.~~

(2) The five certifications are:

(a) Certified Florida Appraiser (CFA).

(b) Certified Florida Evaluator (CFE).

(c) Certified Cadastralist of Florida (CCF).

(d) Certified Florida Collector (CFC).

(e) Certified Florida Collector Assistant (CFCA).

(3)(a) The CFA certification is reserved solely for elected or appointed Florida property appraisers.

(b) The CFE certification is available to employees of Florida county property appraisers.

(c) The CCF certification is available to property appraisers and employees of Florida county

property appraisers.

(d) The CFC certification is reserved solely for elected or appointed Florida tax collectors.

(e) The CFCA certification is available to employees of Florida county tax collectors.

(4) The Department will publish an informational booklet or guide about the program presenting these rules, applicable forms, and registration and payment process. This guide is available on the Department's Certification and Training webpage https://floridarevenue.com/property/Pages/Cofficial_Training.aspx.

(5)(2) The Executive Director, or the Executive Director's designee, shall appoint two Admissions and Certifications Committees. One committee will administer the certification of persons as "Certified Florida Appraisers," ~~and~~ "Certified Florida Evaluators," and "Certified Cadastralists of Florida." Another committee will administer the certification of persons as "Certified Florida Collectors" and "Certified Florida Collector Assistants." The Executive Director, or the Executive Director's designee, shall serve as permanent chairperson ~~chairman~~. The Executive Director, or the Executive Director's designee, shall appoint nine members to each committee, one of whom shall be the president of the members' state association. In the event the president of the state association does not hold a professional designation as specified in Rule 12-9.001(9), F.A.C., the president will appoint a designee who does hold such certification. Members of the committees will be appointed for 3 year terms, except for the presidents of the state associations, ~~The Florida Tax Collectors, Inc., Florida Association of Property Appraisers, Inc., and The Property Appraisers' Association of Florida, Inc.,~~ who shall serve a 1 year term concurrent with their term as president. All members shall serve at the pleasure of the Executive Director, or the Executive Director's designee.

(6)(3) Five members shall constitute a quorum. No official action shall be taken without a

quorum. The committees shall meet at the call of the chairperson ~~chairman~~. The chairperson ~~chairman~~ shall appoint a permanent secretary to maintain records of actions of the committees and to keep other official records pertaining to the certification program.

~~(7)~~(4) The duties of the committees are ~~shall be~~:

(a) ~~to~~ ~~to~~ screen all applicants for certification;³ and,

(b) ~~to~~ ~~to~~ recommend to the Department applicants who qualify for the professional designations.

(8) The duties of the chairperson are:

(a) to set an agenda for each committee meeting,

(b) to call meetings based on need; notify members; and give any public notice of date, time and location,

(c) to call all meetings to order and maintain proper parliamentary procedures,

(d) to distribute minutes of prior meetings,

(e) to prepare applicant files with summaries, and

(f) to perform any other duties for the administration and operation of the educational programs.

Editor's note: The agency will renumber this rule to Rule 12D-19.012.

Rulemaking Authority 195.002(2), 195.027(1) ~~213.06(1)~~ FS. Law Implemented 145.10, 145.11, 195.002 FS. History—New 4-2-81, Formerly 12-9.02, Amended 4-11-89, 12-19-89, 12-30-97, 4-5-16, xx-xx-xx.

12-9.003 Qualifications.

(1) ~~To~~ ~~In order to~~ qualify for any of the certifications, professional designations, an applicant

must have at least 2 years experience in a Florida property appraiser's office, a Florida tax collector's office, or with the Department. ~~To Provided, however, to~~ qualify for the special qualification salary, ~~elected~~ officials must meet all certification requirements set forth in these rules within 4 years after taking office. A person who is a Certified Florida Evaluator or a Certified Florida Collector Assistant upon being appointed or elected to office will be recognized as a Certified Florida Appraiser or Certified Florida Collector upon taking office.

(2) Applicants for a certification as a Certified Florida Appraiser, Certified Florida Evaluator, Certified Florida Collector, or Certified Florida Collector Assistant must attend a minimum of 120 hours of approved courses and pass ~~properly~~ monitored ~~written~~ examinations. Applicants for a certification as a Certified Cadastralist of Florida must attend a minimum of 150 hours of approved courses and pass monitored examinations. The 120 hours need not be continuous, but may be divided into 15 to 30 hour courses.

(3) The ~~tax collector's~~ approved qualifying courses for certification as a Certified Florida Collector or a Certified Florida Collector Assistant ~~curriculum~~ must include the following courses; course work as follows:

(a) A minimum of 30 hours of approved courses which include instruction and examination on the duties and responsibilities ~~Duties and Responsibilities~~ of a Florida Tax Collector. ~~Collectors totaling 30 hours;~~ and,

(b) A minimum of 90 hours of approved ~~Approved~~ elective courses which include instruction and examination designed to impart expertise in the areas of tax administration, assessment, or collection in Florida. totaling 90 hours with properly monitored examinations.

(4) The ~~property appraiser's~~ approved qualifying courses, as approved under subsection 12-9.001(11), F.A.C., for certification as a Certified Florida Appraiser or a Certified Florida

Evaluator must include the following four courses as follows:

(a) A minimum of 30 hours of approved courses which include instruction and examination on basic appraisal principles, types of value, and economic principles pertaining to the valuation of real property. A Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board may be substituted for this course requirement. ~~Fundamentals of Real Property Appraisal (International Association of Assessing Officers Course 101, or an approved course substitute);~~

(b) A minimum of 30 hours of approved courses which include instruction and examination on procedures and methods regarding the income approach to estimating the value of real property. A Certified General Appraiser license issued by the Florida Real Estate Appraisal Board may be substituted for this course requirement. ~~Income Approach to Valuation (International Association of Assessing Officers Course 102), or an approved course substitute;~~
and,

(c) A minimum of 60 hours of ~~Two other~~ approved elective courses which include instruction and examination related to the professional designation ~~to make up the remaining hours under subsection (2).~~

(5) The approved courses for a Certified Cadastralist of Florida certification must include the following courses:

(a) A minimum of 30 hours of approved courses which include instruction and examination on mathematic principles for cadastral mappers.

(b) A minimum of 30 hours of approved courses which include instruction and examination on the Public Land Survey System for the Cadastral Mapper.

(c) A minimum of 30 hours of approved courses which include instruction and examination

on real property descriptions.

(d) A minimum of 30 hours of approved courses which include instruction and examination on basic map compilation.

(e) A minimum of 30 hours of approved elective course which includes instruction and examination on principles, techniques, or applications of cadastral mapping.

(6)(5) To receive credit for the above education requirements, applicants must be present in the classroom during all instructional hours and pass the required examination. Attendance in an online course qualifies as presence in the classroom. However, an

(a) An applicant who wishes to qualify for an initial certification may challenge an examination and receive credit for the instructional course hours this course and without taking the course provided the applicant passes the examination as determined by the course provider. A passing grade on course examinations provided by the Department is a grade of 70% or better. All questions are weighed equally. The applicant must provide documentation of passing the examination in the form of a certificate of completion or other documentation from the course provider.

(b) An applicant who wishes to challenge an examination must contact the course provider to arrange scheduling. An applicant who wishes to challenge an examination for a course provided by the Department must submit a written request to PTOTraining@floridarevenue.com at least 30 days prior to the start of the course. by making application to the secretary and obtaining approval by the chairman to sit for the examination. The chairman may appoint proctors.

Editor's note: The agency will renumber this rule to Rule 12D-19.013.

Rulemaking Authority 195.002(2), 195.027(1) ~~213-06(1)~~ FS. Law Implemented 145.10, 145.11, 195.002 FS. History—New 4-2-81, Formerly 12-9.03, Amended 4-11-89, 12-19-89, 12-30-97, 1-

12-9.0031 Approval of Courses.

(1) Any course approved for credit towards certification, recertification, or reinstatement must be approved by the Department through one of the two methods provided in paragraphs (a) and (b) before the course is taken for credit. The courses must impart expertise in one of the following areas, as it relates to the professional designation of the requesting individual: 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.

(a) 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 https://floridarevenue.com/property/Pages/Cofficial_Training.aspx.

(b) 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 professional designation of the requesting individual in one of the areas in subsection (1).

1. For CFA and CFE certifications, continuing education courses must address topics within the following areas as they relate specifically to the functions of property appraisers:

- a. Duties and role of property appraisers.
- b. Duties and role of the Department.

c. State or federal appraisal law, including professionally accepted appraisal practices and appropriate appraisal methodologies.

d. Management of technology information systems.

e. Office management and personnel training as it relates to property appraiser offices.

f. Public administration.

g. Ethics training required by Section 112.3142, F.S.

2. For CFC and CFCA certifications, continuing education courses must address topics within the following areas as they relate specifically to the functions of tax collectors:

a. Duties and role of tax collectors.

b. Duties and role of the Department.

c. Duties and roles of state agencies for which tax collectors serve as an agent.

d. State or federal tax law.

e. Management of technology information systems.

f. Office management and personnel training as it relates to tax collector offices.

g. Public administration.

h. Ethics training required by Section 112.3142, F.S.

3. For CCF certification, continuing education courses must relate directly to cadastral mapping topics.

(2)(a) To obtain approval for a course, a completed Application for Approval of a Course or Continuing Education Credit Hours (Form DR-4002, incorporated by reference in Rule 12D-16.002, F.A.C.) must be submitted 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 instructor's

qualifications.

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

(c) The Department will notify the requestor in writing of the approved course, the Department's course number, and the number of credit hours. This information will also be posted on the Department's Certification and Training webpage https://floridarevenue.com/property/Pages/Cofficial_Training.aspx.

(d) The Department will consider and approve qualifying substitutions of course presentations and instructors when unavoidable circumstances arise that prevent the course presentation. Before the substitute course presentation, the course provider must submit a detailed written description of the circumstances and the proposed substitution which demonstrates the substitute presentation and instructor meets the criteria of subsection (1).

Editor's note: The agency will renumber this rule to Rule 12D-19.014.

Rulemaking Authority 195.027(1) FS. Law Implemented 145.10, 145.11, 195.002 FS. History–

New xx-xx-xx.

12-9.0032 Department Sponsored Courses.

(1) Department sponsored courses will be announced at least 60 days before the course start date on the Department's Certification and Training webpage https://floridarevenue.com/property/Pages/Cofficial_Training.aspx. The continuing education

courses include 4 hours of ethics training to meet the requirement of Section 112.3142, F.S., and continuing education hours for recertification or reinstatement.

(2)(a) After the Department announces a course, registration is open as space is available. The registration deadline will be included in the announcement. The registration period closes 15 business days before the course start date for courses in which course materials must be ordered in advance by the Department. The registration period closes 5 business days before the course start date for all other Department sponsored courses. Registrations are timely if made online or received by the Department on or before the close date. Course registrations cannot be accepted after the date the registration period closes.

(b) Participants may register and pay tuition using the Property Tax Oversight Certification and Training Online Registration at <https://taxapps.floridarevenue.com/ptoregpublic/>. Participants who are unable to register online may contact Property Tax Oversight Program Certification and Training for assistance by email at PTOTraining@floridarevenue.com or by calling (850) 717-6570.

(c) Participants are encouraged to register as early as possible. Classes are filled on a first come, first serve basis, once the registration and payment are received. Participants registering less than two weeks before the course start date may inquire whether space is available by contacting Property Tax Oversight Program Certification and Training by email at PTOTraining@floridarevenue.com or by calling (850) 717-6570. Student substitutions requested in writing will be accepted up to one week before the class.

(d) Registration is open to all interested parties on a space available basis. The registration process for external individuals is the same as those working for the property appraiser or tax collector.

(3) To cancel attendance at any Department sponsored course, a registrant must email the Department at PTOTraining@floridarevenue.com.

(4) Portions of application, certification, and registration fees will be refunded upon a determination by the Department that the State is not entitled to the fees, or that only a portion of the resources have been expended in the processing of the application, certification, or registration. The Department will not issue a credit instead of a refund. To apply for a refund, the registrant must submit a completed Form DFS-AA-4, State of Florida, Department of Financial Services, Application for Refund (incorporated by reference in Rule 69I-44.020, F.A.C.), and proof of payment to:

PTOTraining@floridarevenue.com or Florida Department of Revenue
Property Tax Oversight
Certification and Training
PO Box 3294
Tallahassee, Florida 32315-3294.

Form DFS-AA-4 is available at

https://floridarevenue.com/property/Pages/Cofficial_Training.aspx.

(5) When the number of students 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 cancelled. The Department will notify students affected by a course cancellation by email at least ten business days before the scheduled course start date. Affected students may apply for a refund or opt to transfer course registration to another course in that program.

Editor's note: The agency will renumber this rule to Rule 12D-19.015.

12-9.004 Application for Certification.

(1) An applicant for certification shall provide the Department the following:

(a) A completed Application for Florida Professional Certification ~~application form for certification (provided by the Department). The Department prescribes (Form DR-4001, DR-410, Application for Certified Florida Collector or Certified Florida Collector Assistant, Form DR-516 Application for Certified Florida Appraiser or Certified Florida Evaluator, which forms are hereby incorporated by reference in Rule 12D-16.002, F.A.C.), as the forms to be used for the purposes of this rule chapter. Form DR-4001 is available on the Department’s Certification and Training webpage https://floridarevenue.com/property/Pages/Cofficial_Training.aspx. Copies of these forms may be obtained without cost by written request directed to the Department of Revenue, Post Office Box 3000, Tallahassee, Florida 32315-3000.~~

(b) The originals or copies of certificates or other documents, course transcripts and current related professional licenses showing ~~satisfactory~~ completion of the required ~~committee approved~~ courses as set forth in these rules.; ~~and,~~

(c) Certification fee in an amount set as referenced in Rule 12-9.0055, F.A.C.

(2) Upon the committee’s review of an application for certification, a majority vote of the members present is required to approve an application. The chairperson ~~chairman~~ shall cast the deciding vote in the case of a tie.

~~(3) The chairman’s duties shall be:~~

~~(a) To set an agenda for each committee meeting.;~~

~~(b) To call meetings based on need; and notify members and give any public notice date, time and location;~~

~~(c) To call all meetings to order and maintain proper parliamentary procedures;~~

~~(d) To distribute minutes of prior meetings;~~

~~(e) To prepare applicant files with summaries; and,~~

~~(f) To perform any other duties for the administration and operation of the educational programs.~~

Editor's note: The agency will renumber this rule to Rule 12D-19.016.

Rulemaking Authority 195.002(2), 195.027(1) ~~213.06(1)~~ FS. Law Implemented 145.10, 145.11, 195.002, 195.087(4) FS. History—New 4-2-81, Formerly 12-9.04, Amended 4-11-89, 12-30-97, xx-xx-xx.

12-9.0055 Fees and Tuition.

(1) An applicant for certification will not be eligible for consideration by a committee until the certification fee is paid. Recertification fees are due January 1 of each year and are delinquent April 1. Certification and recertification fees shall be set as follows:

(a) All applicants shall pay an initial certification fee of \$25.00.

(b) All Certified Florida Appraisers, Certified Florida Collectors, Certified Florida Collector Assistants, ~~and~~ Certified Florida Evaluators, and Certified Cadastralists of Florida shall pay an annual recertification fee of \$5.00.

(c) All persons seeking reinstatement of a certification must pay a reinstatement fee of \$5.00.

(2) The Department will determine the cost of course tuition annually to ensure the Certification Program Trust Fund has sufficient funds to pay for program expenses. The

Department will provide course tuition information by March 1 for the next county fiscal year (October 1 through September 30) on the Department's Certification and Training webpage https://floridarevenue.com/property/Pages/Cofficial_Training.aspx.

(3) All fees and course tuition payments must be submitted to the Department by:

(a) using Property Tax Oversight Certification and Training Online Registration at <https://taxapps.floridarevenue.com/ptoregpublic/>, or

(b) mailing a check or money order made payable to the Florida Department of Revenue to:

Florida Department of Revenue

Property Tax Oversight

Certification and Training

PO Box 3294

Tallahassee, Florida 32315-3294.

(4)(2) The Department ~~department~~ shall select a treasurer for each committee who shall be a Department ~~department~~ employee and who shall be responsible for the collection and deposit of monies and for the custody of the tangible assets accruing from the program. Such monies shall be deposited into and disbursed from the Certification Program Trust Fund in the State Treasury which shall contain such separate school accounts and program accounts as are required by Section 195.002(2), F.S. The Department ~~department~~ may incur expenses enumerated in Section 195.002(2), F.S., and shall authorize disbursements from the trust fund in the manner provided by law.

Editor's note: The agency will renumber this rule to Rule 12D-19.017.

Rulemaking Authority 195.002(2), 195.027(1) ~~213-06(1)~~ FS. Law Implemented 145.10, 145.11, 195.002, 195.087(4) FS. History—New 4-11-89, Amended 12-19-89, 10-30-91, 12-30-97, xx-xx-

xx.

12-9.006 Certification.

(1) No certification shall be issued by the Department ~~approved~~ until the provisions of Rule 12-9.004, F.A.C., are satisfied and the appropriate committee has recommended certification.

The minutes of the meeting of the appropriate committee wherein a majority of the members present approved an application for certification or signatures of a majority of the members of a committee shall serve as evidence of approval.

(2) ~~To In order to~~ prorate the special qualification salary for property appraisers and tax collectors, the certification date shall begin the first day of the month following the date the last educational or other requirement for certification was met. Employees are qualified for certification ~~may be certified~~ as of the first day of the month following the date the last educational or other requirement for certification was met. Any person who is a Certified Florida Evaluator or Certified Florida Collector Assistant that is elected or appointed as a property appraiser or a tax collector will be recognized as a Certified Florida Appraiser or Certified Florida Collector as of the first day of the month following the date the official took office. ~~Employees of property appraisers and tax collectors are eligible for a special salary only at the lawful discretion of the several officials or counties.~~

(3) After ~~the Executive Director, or the Executive Director's designee,~~ is notified by a committee approves ~~of the approval~~ of a certification of an applicant, the Department will ~~secretary shall~~ mail such person a certificate of accomplishment and a membership card in a format prescribed by the Department ~~Executive Director, or the Executive Director's designee.~~ In addition, each professional designee will be issued a pin composed of the Great Seal of the

State of Florida, with certification wording and the initials of the designation on the periphery of the state seal.

Editor's note: The agency will renumber this rule to Rule 12D-19.018.

Rulemaking Authority 195.002(2), 195.027(1) ~~213.06(1)~~ FS. Law Implemented 145.10, 145.11, 195.002 FS. History—New 4-2-81, Formerly 12-9.06, Amended 4-11-89, 12-30-97, xx-xx-xx.

12-9.007 Recertification.

(1)(a) To be recertified, Certified Florida Appraisers and Certified Florida Collectors must ~~satisfactorily~~ complete a minimum of 24 hours of ~~instruction~~ approved courses that meet the criteria of Rule 12-9.0031(1), as described in subsection 12-9.001(11), F.A.C., each calendar year and pay a recertification fee, as specified in Rule 12-9.0055(1)(b), F.A.C.

(b) To be recertified, Certified Florida Evaluators, Certified Cadastralists of Florida, and Certified Florida Collector Assistants must certify their governmental employment each calendar year and pay a recertification fee, as specified in Rule 12-9.0055(1)(b), F.A.C. At the discretion of each official, professional designees employed by such official may be required to maintain recertification by completing a designated number of continuing education hours.

(c) Professional designees applying for recertification must submit a completed Application for Florida Professional Certification (Form DR-4001, incorporated by reference in Rule 12D-16.002, F.A.C.) to the Department. Certification automatically expires if recertification as set forth in this rule is not maintained timely. Other professional designees employed by counties may be required to maintain recertification at the discretion of the several officials or counties.

(2) Professional designees are exempted from the ~~24 hour~~ recertification requirement and recertification fee for the calendar year in which the requirements for certification are met is

obtained.

~~(3) To obtain approval of a recertification course not sponsored by the Department, a professional designee shall submit a detailed written description of the proposed course including course content, number of hours of instruction and instructor's qualifications, to the chairman at least 30 days prior to the beginning of the course, seminar or workshop.~~

(3) An applicant for recertification may not challenge a course examination.

(4) If a professional designee fails to meet recertification requirements set forth in this rule subsection (1) above, within the prescribed time, that professional designee's certification shall expire. Officials whose certifications expire shall be ineligible to receive the special qualifications salary provided in Sections 145.10 and 145.11, F.S. Such ineligibility shall continue until the official is reinstated as provided in these rules.

(5) When a certified official has become ineligible to receive the special qualifications salary by failure to meet recertification requirements, the Department shall notify the official by sending a written notice of the reason for such ineligibility ~~together with notice of the official's right of review under Rule 12-9.008, F.A.C.~~ The Department shall notify the appropriate disbursement office of such ineligibility. That office shall withhold the prorated portion of the annual \$2,000 salary supplement until certification is reinstated as provided in Rule 12-9.0077, F.A.C. ~~these rules.~~

(6) Where a certified official has become ineligible to receive the special qualifications salary and continues to draw such compensation, the official shall be liable for full restitution and subject to appropriate legal action.

~~(7) Once a professional designee's certification has expired, that professional fulfills the recertification requirements in subsection (1) above, makes written application for reinstatement~~

to the appropriate committee, and receives approval for reinstatement from the committee and Executive Director, or the Executive Director's designee. Application for reinstatement shall be considered by the committee at its next meeting.

~~(7)~~(8) Certification shall be conditional upon a professional designee's governmental employment, and certification shall expire automatically without notice to the holder when a professional designee leaves governmental employment. A person who leaves governmental employment and fails to meet annual recertification requirements must, upon returning to governmental employment, follow the reinstatement procedures to become certified. If a person returns to governmental employment and timely meets the annual recertification requirements, that person remains certified and does not need to meet the reinstatement requirements. Each property appraiser and tax collector shall notify the Department chairman when a professional designee within the office leaves governmental employment.

~~(8)~~(9) Upon written application and proof that the property appraiser has 20 years of service, the Executive Director may grant an annual waiver of the recertification requirements for any property appraiser who has reached 60 years of age.

~~(9)~~(10) The Department shall maintain records of approved courses, attendance, ~~dates,~~ ~~courses/workshops,~~ approval dates, hours of courses/~~workshops,~~ and all other information for the purpose of maintaining current records on all professional designees' certified officials' continuing education status accomplishments.

Editor's note: The agency will renumber this rule to Rule 12D-19.019.

Rulemaking Authority 195.002(2), 195.027(1) ~~213.06(1)~~ FS. Law Implemented 145.10, 145.11, 195.002 FS. History—New 4-2-81, Formerly 12-9.07, Amended 4-11-89, 12-30-97, xx-xx-xx.

12-9.0077 Reinstatement.

(1) Once a professional designee's certification has expired, that person may apply to the Department for reinstatement. Such applicant must meet the reinstatement requirements in subsection (2), and receive approval for reinstatement from the Department and the committee. Applications for reinstatement will be considered by the committee at its next meeting.

(2) The requirements for reinstatement are:

(a) For the professional designation for property appraisers and tax collectors, the professional must complete a minimum of 24 hours of approved continuing education courses which relate to their professional designation.

(b) For all professional designees seeking reinstatement, the professional must submit a completed Application for Florida Professional Certification (Form DR-4001, incorporated by reference in Rule 12D-16.002, F.A.C.) certifying their governmental employment and reporting any continuing education courses required for reinstatement.

(c) For all professional designees, pay the reinstatement fee set forth in Rule 12-9.0055(1)(c), F.A.C.

(3) Reinstatement is effective the first day of the month after the requirements of this rule have been met.

Editor's note: The agency will renumber this rule to Rule 12D-19.020.

Rulemaking Authority 195.002(2), 195.027(1) FS. Law Implemented 145.10, 145.11, 195.002 FS.

History—New xx-xx-xx.

12-9.008 Hearing on Certification Application and Expiration.

~~(1) In the event an application or reinstatement is not approved or if a certification expires or~~

~~is withdrawn, the affected individual may request a hearing pursuant to Section 120.57, F.S. Such a request shall be in writing filed with the chairman and the General Counsel of the Department of Revenue within 10 working days of receipt of notice.~~

~~(2) A hearing officer shall be appointed pursuant to Section 120.57, F.S.~~

~~(3) Further proceedings shall be governed by Chapter 120, F.S., and Chapter 28-106, F.A.C.~~

Rulemaking Authority 195.002(2), 213.06(1) FS. Law Implemented 120.57, 145.10, 145.11, 195.002 FS. History—New 4-2-81, Formerly 12-9.08, Amended 4-11-89, Repealed xx-xx-xx.

STATE OF FLORIDA
DEPARTMENT OF REVENUE
PROPERTY TAX OVERSIGHT PROGRAM
CHAPTER 12D-16, FLORIDA ADMINISTRATIVE CODE
ADMINISTRATION OF FORMS
AMENDING RULE 12D-16.002

12D-16.002 Index to Forms.

(1) The following paragraphs list the forms adopted by the Department of Revenue. A copy of these forms may be obtained from the Department’s website at <http://floridarevenue.com/property/>, or by writing to: Property Tax Oversight Program, Department of Revenue, Post Office Box 3000, Tallahassee, Florida 32315-3000. The Department of Revenue adopts, and incorporates by reference in this rule, the following forms and instructions:

	Form Number	Form Title	Effective Date
(2)	through (9)(b)	No Change.	
(e)	DR-410	Application for Certified Florida Collector or Certified Florida Collector Assistant (r. 3/08) https://www.flrules.org/Gateway/reference.asp?No=Ref 01746	11/12
(10)	through (48)(b)	No Change.	
(e)	DR-516	Application for Certified Florida Appraiser (r. 3/08) https://www.flrules.org/Gateway/reference.asp?No=Ref 01804	11/12
(d)	DR-516E	Application for Certified Florida Evaluator (r. 3/08) https://www.flrules.org/Gateway/reference.asp?No=Ref 01805	11/12
(c)(e)	DR-517	No change.	

(49) through (58)		No Change.	
(59)	DR-591	<u>Application for Certified Cadastralist of Florida (r. 3/08)</u>	11/12
		<u>https://www.flrules.org/Gateway/reference.asp?No=Ref-01814</u>	
(59)(60)	DR-592	No change.	
(60)(61)(a)	DR-593	No change.	
(b)	DR-593A	No change.	
(61)(a)	DR-4001	<u>Application for Florida Professional Certification (n. xx/xx)</u>	xx/xx
		<u>https://www.flrules.org/Gateway/reference.asp?No=Ref-</u>	
(b)	DR-4002	<u>Application for Approval of a Course or Continuing Education Credit Hours (n. xx/xx)</u>	xx/xx
		<u>https://www.flrules.org/Gateway/reference.asp?No=Ref-</u>	

Rulemaking Authority 195.002(2), 195.027(1), ~~213.06(1)~~ FS. Law Implemented 92.525, 95.18, 136.03, 192.001(18), 192.0105, 193.052, 193.077, 193.085, 193.092, 193.114, 193.122, 193.155, 193.1554, 193.1555, 193.1556, 193.461, 193.501, 193.503, 193.625, 193.703, 194.011, 194.032, 194.034, 194.035, 194.037, 195.002, 195.022, 195.087, 196.011, 196.015, 196.031, 196.075, 196.095, 196.101, 196.121, 196.141, 196.151, 196.173, 196.183, 196.193, 196.1961, 196.1983, 196.1995, 196.202, 196.24, 196.26, 197.182, 197.222, 197.2423, 197.2425, 197.318, 197.3632, 197.3635, 197.414, 197.432, 197.472, 197.502, 197.512, 197.552, 200.065, 200.069, ~~213.05~~, 218.12, 218.125, 218.131, 218.66, 218.67 FS. History—New 10-12-76, Amended 4-11-80, 9-17-80, 5-17-81, 1-18-82, 4-29-82, Formerly 12D-16.02, Amended 12-26-88, 1-9-92, 12-10-92, 1-11-94, 12-27-94, 12-28-95, 12-25-96, 12-30-97, 12-31-98, 2-3-00, 1-9-01, 12-27-01, 1-20-03, 1-26-04, 12-30-04, 1-16-06, 10-2-07, 3-30-10, 11-1-12, 9-10-15, 4-5-16, 6-14-16, 1-9-17, 9-19-17, 1-17-18, 4-10-18, 9-17-18, 7-9-19, 12-7-20, xx-xx-xx.



Application for Florida Professional Certification

Property Tax Oversight Certification and Training

DR-4001
N. XX/XX
Rule 12D-16.002, F.A.C.
Effective XX/XX
Page 1 of 2

Each person applying for a Florida professional certification, annual recertification, or reinstatement of a Florida professional certification must complete an *Application for Florida Professional Certification*. If you are applying for more than one professional certification, you must complete a separate application for each designation. **Submit your completed application and pay the required fee to the Department using**

Property Tax Oversight Certification and Training Online Registration at
http://floridarevenue.com/property/Pages/Cofficial_Training_RegistrationAndPayment.aspx

Reason for Applying					
<input type="checkbox"/> Initial Certification - \$25 fee <input type="checkbox"/> Annual Recertification - \$5 fee <input type="checkbox"/> Reinstatement of Certification - \$5 fee					
Applicant Information					
Applicant's name (as you would like it to appear on the certificate):					
Business email address:				Business phone number:	
Job title:					
Employed by:					
I have completed the required hours of approved courses and passed any required examinations for the certification, recertification, or reinstatement for the following designation:					
<input type="checkbox"/> Certified Florida Appraiser		<input type="checkbox"/> Certified Florida Evaluator		<input type="checkbox"/> Certified Cadastralist of Florida	
<input type="checkbox"/> Certified Florida Collector		<input type="checkbox"/> Certified Florida Collector Assistant			
Experience for Certification – If you are applying for your initial certification , list at least two years' experience in a Florida property appraiser's office, Florida tax collector's office, or with the Florida Department of Revenue (attach additional pages as necessary). If you are applying for recertification or for reinstatement , provide your current employer and employment dates.					
Employer:					
Your Title:				Employment Dates:	
Employer:					
Your Title:				Employment Dates:	
Approved Courses – List each course you have successfully completed for the certification, recertification, or reinstatement for which you are applying (attach additional pages as necessary). Attach documentation verifying completion of each approved course. If you are substituting your Certified Residential Appraiser license or Certified General Appraiser license issued by the Florida Real Estate Appraisal Board for one or more courses, list your license number and license type below. Attach a copy of the license.					
No.	Course Title	Hours	No.	Course Title	Hours
Applicant Signature					
I am requesting approval for Florida professional certification, recertification, or reinstatement. I certify that all of the information provided on this form and any attachments are true and correct to the best of my knowledge.					
Signature:				Date:	

INSTRUCTIONS

The Florida Department of Revenue (Department) provides training and certification for Florida

- county property appraisers and employees
- county tax collectors and employees

Certification

To become certified as one of the following Florida professional designees, you must have two years of experience employed in a Florida property appraiser office, a Florida tax collector office, or with the Department and meet certain requirements:

- Certified Florida Appraiser
- Certified Florida Evaluator
- Certified Cadastralist of Florida
- Certified Florida Collector
- Certified Florida Collector Assistant

To become a Certified Florida Appraiser or Certified Florida Evaluator you must complete:

- a minimum of 30 hours of approved courses which include instruction and examination on basic appraisal principles, types of value, and economic principles pertaining to the valuation of real property
- a minimum of 30 hours of approved courses which include instruction and examination on procedures and methods regarding the income approach to estimating the value of real property
- an additional 60 hours of approved elective courses which include instruction and examination related to the professional designation

To become a Certified Cadastralist of Florida you must complete:

- a minimum of 30 hours of approved courses which include instruction and examination on mathematic principles for cadastral mappers
- a minimum of 30 hours of approved courses which include instruction and examination on the Public Land Survey System for cadastral mappers
- a minimum of 30 hours of approved courses which include instruction and examination on real property descriptions
- a minimum of 30 hours of approved courses which include instruction and examination on basic map compilation
- a minimum of 30 hours of approved elective courses which include instruction and examination on principles, techniques, or applications of cadastral mapping

To become a Certified Florida Collector or Florida Certified Collector Assistant you must complete:

- a minimum of 30 hours of approved courses which includes instruction and examination on the duties and responsibilities of a Florida tax collector
- a minimum of 90 hours of approved elective courses which include instruction and

examination designed to impart expertise in the areas of tax administration, assessment, or collection in Florida

Course Approval and Examinations

All courses for certification or reinstatement must be approved by the Department. Courses that are determined by the Department to meet the requirements and are approved courses for certification, recertification or reinstatement are published on the Department's Certification and Training webpage https://floridarevenue.com/property/Pages/Cofficial_Training.aspx. You must pass all required examinations for each required course to obtain course credit.

Annual Recertification Due January 1

To be recertified each calendar year, all Florida professional designees must certify their governmental employment and pay the \$5 recertification fee each January 1. Recertification fees become delinquent April 1.

Florida county property appraisers and tax collectors must complete a minimum of 24 hours of approved courses. In addition to the approved courses listed on the Department's Certification and Training webpage, continuing education courses, seminars, workshops, and conferences will be approved on a case-by-case basis. See Form DR-4002, *Application for Approval of a Course or Continuing Education Credit Hours*.

Special Salary for Officials

To qualify for and receive the special qualification salary provided in Section 145.10 or 145.11, Florida Statutes, property appraisers and tax collectors must meet all certification requirements within four years after taking office.

Reinstatement

Each certification is conditional upon governmental employment and expires automatically if you leave governmental employment or you fail to meet the annual recertification requirements. Once your professional certification has expired, you may apply for reinstatement.

Property appraisers and tax collectors must complete 24 hours of continuing education courses. All applicants must certify their governmental employment and pay the reinstatement fee.

If you are unable to submit your completed application or pay the fee online, mail your completed application, copies of certificates of completed courses, and a check or money order for the required fee to:

Florida Department of Revenue
Property Tax Oversight
Certification and Training
PO Box 3294
Tallahassee, FL 32315-3294

Need Assistance?

Email: PTOTraining@floridarevenue.com

To speak with a Department of Revenue representative, call Certification and Training at 850-717-6570.