



**APPROVED COURSE LIST**  
Property Tax Oversight Certification and Training

DR-410ACL  
Rule 12D-16.002, F.A.C.  
Effective xx/xx  
Page 1 of 3

The courses listed are approved by the Florida Department of Revenue  
for the Florida Professional Certification Program.

<b>CERTIFIED FLORIDA COLLECTOR AND CERTIFIED FLORIDA COLLECTOR ASSISTANT</b>		
<i>The following course meets the course requirement, pursuant to Rule 12-9.003(3)(a), F.A.C.:</i>		
<b>Course Code</b>	<b>Course Title</b>	<b># of Hours</b>
TCC 501	Duties and Responsibilities of Florida Tax Collectors	30 hours
<i>The following courses meet the course requirements, pursuant to Rule 12-9.003(3)(b), F.A.C.:</i>		
TCC 504	Collection of Licenses, Taxes and Fees	30 hours
TCC 001	Bankruptcy	15 hours
TCC 002	Effective Decision Making	10 hours
TCC 003	Customer Service Training	5 hours
TCC 503	Collection and Distribution of Property Taxes and Non-Ad Valorem Assessments	30 hours
<i>Individual modules of TCC 503 course – can be taken separate from, but not in addition to, the course:</i>		
TCC 503.01	Collection of Current Ad Valorem Taxes	4 hours
TCC 503.02	Collection and Enforcement of Tangible Personal Property	4 hours
TCC 503.03	Collection of Non-Ad Valorem Assessments	4 hours
TCC 503.04	Collection of Delinquent Property Taxes and Tax Certificates	4 hours
TCC 503.05	Refund of Ad Valorem Taxes	4 hours
TCC 503.06	Annual Tax Rolls	4 hours
TCC 503.07	Tax Deeds	2 hours
TCC 503.08	Basic Mapping	2 hours
TCC 503.09	Distribution of Property Taxes	2 hours
<b>Department of Highway Safety and Motor Vehicle (DHSMV) Courses:</b>		
DHSMV Phase I	Driver License Phase I	40 hours
<i>Individual modules of DL Phase I course – can be taken separate from, but not in addition to, the course:</i>		
DHSMV	DL Transformed: License and ID Card Requirements	7 hours
DHSMV	DL Transformed: Vision	8 hours
DHSMV	DL Transformed: Commercial Driving License (CDL)	5 hours
DHSMV	DL Transformed: Identifications/Name Requirements	4 hours
DHSMV Phase II	Driver License Phase II	40 hours
<i>Individual modules of DL Phase II course – can be taken separate from, but not in addition to, the course:</i>		
DHSMV	DL Transformed: Driving Test	8 hours
DHSMV	DL Transformed: Fraudulent Document Recognition (FDR)	8 hours
DHSMV	DL Transformed: Sanctions	8 hours

DHSMV	DL Transformed: Legal Presence	6 hours
DHSMV	DL Transformed: Financial Responsibility	8 hours
DHSMV	Vehicle Document Examiner Certification (VDEC)	15 hours
DHSMV	AAMVA FDR: Counterfeits and Alterations	0.75 hour
DHSMV	AAMVA FDR: Driver License and ID Cards	0.75 hour
DHSMV	AAMVA FDR: Titles and Vehicle Documents	0.75 hour
DHSMV	AAMVA FDR: Expanding the Review	0.5 hour
DHSMV	AAMVA FDR: Internal Fraud for Managers	0.25 hour
DHSMV	AAMVA CDL: Module 1	2.5 hours
DHSMV	AAMVA CDL: Module 2	0.75 hour
DHSMV	AAMVA CDL: Module 3	0.75 hour
DHSMV	AAMVA CDL: Module 4	0.25 hour
DHSMV	AAMVA CDL: Module 5	0.25 hour
DHSMV	AAMVA FDR: Birth Certificates	0.5 hour
DHSMV	AAMVA FDR: Canadian Birth Certificates, Drive and Vehicle Documents	0.75 hour
DHSMV	AAMVA FDR: Canadian Travel, Citizenship and Immigration Documents	1 hour
DHSMV	AAMVA FDR: High Quality Counterfeits Level 1	0.5 hour
DHSMV	AAMVA FDR: High Quality Counterfeits Level 2	0.75 hour
DHSMV	AAMVA FDR: Internal Fraud for Staff	0.75 hour
DHSMV	AAMVA FDR: Introduction to Covert Features	0.5 hour
DHSMV	AAMVA FDR: Introduction to Fraud	0.25 hour
DHSMV	AAMVA FDR: Security Features	1 hour
FSU – CPM	Certified Public Manager, supported by Florida State University. Eight Levels are available to complete.	30 hours per level

**CERTIFIED FLORIDA APPRAISER AND CERTIFIED FLORIDA EVALUATOR**

***The following courses meet the course requirements, pursuant to Rule 12-9.003(4)(a), F.A.C.:***

Course Code	Course Title	# of Hours
IAAO Course 101	Fundamentals of Real Property Appraisal	30 hours
AI 100GR & AI 101GR	Basic Appraisal Principles & Basic Appraisal Procedures	30 hours each MUST COMPLETE BOTH

An active State of Florida Residential Appraiser License meets the course requirements of Rule 12-9.003(4)(a), F.A.C.

***The following courses meet the course requirements, pursuant to Rule 12-9.003(4)(b), F.A.C.:***

IAAO Course 102	Income Approach to Valuation	30 hours
AI N403G & AI N404G	General Appraiser Income Approach Part 1 & General Appraiser Income Approach Part 2	30 hours each MUST COMPLETE BOTH

An active State of Florida General Appraiser License meets the course requirements of Rule 12-9.003(4)(a) and (b), F.A.C.

***The following courses meet the course requirements, pursuant to Rule 12-9.003(4)(c), F.A.C.:***

IAAO Course 112	Income Approach to Valuation II	30 hours
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IAAO Course 201	Appraisal of Land	30 hours
IAAO Course 300	Fundamentals of Mass Appraisal	30 hours
IAAO Course 311	Residential Modeling Concepts	30 hours
IAAO Course 312	Commercial/Industrial Modeling Concepts	30 hours
IAAO Course 331	Mass Appraisal Practices and Procedures	30 hours
IAAO Course 332	Modeling Concepts	30 hours
IAAO Course 333	Residential Model Building	30 hours
IAAO Course 334	Mass Appraisal of Income Properties	30 hours
IAAO Course 400	Assessment Administration	30 hours
IAAO Course 402	Tax Policy	30 hours
IAAO Course 500	Assessment of Personal Property	30 hours
IAAO Course 501	Personal Property Auditing – Basic to Advanced	30 hours
IAAO Course 600	Principles and Techniques of Cadastral Mapping	30 hours
IAAO Course 601	Cadastral Mapping - Methods & Applications	30 hours

**CERTIFIED CADASTRALIST OF FLORIDA**

***The following courses meet the course requirements, pursuant to Rule 12-9.003(5), F.A.C.:***

<b>Course Code</b>	<b>Course Title</b>	<b># of Hours</b>
FACM 01	Mathematics for the Cadastralist	120 hours total MUST COMPLETE ALL FOUR
FACM 02	Public Land Survey System for the Cadastral Mapper	
FACM 03	Interpretation of Real Property Descriptions	
FACM 04	Basic Map Compilation	

***The following courses meet the course requirement, pursuant to Rule 12-9.003(5)(e), F.A.C.:***

IAAO Course 600	Principles and Techniques of Cadastral Mapping	30 hours
IAAO Course 601	Cadastral Mapping - Methods & Applications	30 hours

**ACRONYM KEY**

<u>ACRONYM</u>	<u>MEANING</u>
AAMVA	American Association of Motor Vehicle Administrators
AI	Appraisal Institute
CPM	Certified Public Manager
DHSMV	Florida Department of Highway Safety Motor Vehicle
DL	Drivers License
FACM	Florida Association of Cadastral Mappers
FSU	Florida State University
IAAO	International Association of Assessing Officers
TCC	Tax Collector Course