

## Janice Forrester

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**From:** Administrative Code <AdministrativeCode@DOS.MyFlorida.com>  
**Sent:** Tuesday, October 26, 2021 2:18 PM  
**To:** Janice Forrester; Owens, Anya C. (Grosenbaugh)  
**Cc:** Janet Young  
**Subject:** RE: DOR PTO Letter of Transfer

Good afternoon Janice,

We have received your request and will add those changes.

Respectfully,

Margaret Swain  
Government Operations Consultant III  
Florida Administrative Code and Register  
Room 701 The Capitol | Tallahassee, Florida  
(850)245-6208

**From:** Janice Forrester <Janice.Forrester@floridarevenue.com>  
**Sent:** Tuesday, October 26, 2021 8:07 AM  
**To:** Administrative Code <AdministrativeCode@DOS.MyFlorida.com>  
**Cc:** Owens, Anya C. (Grosenbaugh) <Anya.Owens@dos.myflorida.com>; Janet Young <Janet.Young@floridarevenue.com>  
**Subject:** DOR PTO Letter of Transfer

### EMAIL RECEIVED FROM EXTERNAL SOURCE

The attachments/links in this message have been scanned by Proofpoint.

Good morning.

The Department of Revenue, Property Tax Oversight program, is submitting a letter to transfer Chapter number 12-9 to a new chapter, 12D-19. Please see the attached cover letter with the cross-walk of old rule numbers to new numbers and the coded text document with changes highlighted.

Please contact me or Janet Young if you have any questions.

Thank you,



**Janice Forrester**  
*Revenue Program Administrator*  
PTO/Compliance Assistance  
Florida Department of Revenue  
(850) 617-8886  
[Janice.Forrester@floridarevenue.com](mailto:Janice.Forrester@floridarevenue.com)

## Janice Forrester

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**From:** Janice Forrester  
**Sent:** Tuesday, October 26, 2021 8:07 AM  
**To:** Administrative Code  
**Cc:** Grosenbaugh, Anya C.; Janet Young  
**Subject:** DOR PTO Letter of Transfer  
**Attachments:** Cover letter DOS Transfer Chapter number 12D-19.docx; 12-9 to 12D-19 Coded Text.docx

Good morning.

The Department of Revenue, Property Tax Oversight program, is submitting a letter to transfer Chapter number 12-9 to a new chapter, 12D-19. Please see the attached cover letter with the cross-walk of old rule numbers to new numbers and the coded text document with changes highlighted.

Please contact me or Janet Young if you have any questions.  
Thank you,



**Janice Forrester**  
*Revenue Program Administrator*  
PTO/Compliance Assistance  
Florida Department of Revenue  
(850) 617-8886  
[Janice.Forrester@floridarevenue.com](mailto:Janice.Forrester@floridarevenue.com)



**Florida Department of Revenue**  
*Office of the Executive Director*

**Jim Zingale**  
Executive Director

5050 West Tennessee Street, Tallahassee, FL 32399

floridarevenue.com

October 26, 2021

Ms. Anya C. Owens  
Florida Department of State  
R.A. Gray Building, Mail Station 22  
500 S. Bronough Street  
Tallahassee, Florida 32399-0250

Re: Certification of Department of Revenue Rules

Dear Ms. Owens,

The Department of Revenue, Property Tax Oversight Program, presented Rule Chapter 12-9, F.A.C., for adoption on October 6, 2021. These rules become effective October 26, 2021. The Department requests the rule chapter and rules be renumbered to Rule Chapter 12D-19. The list below provides the crosswalk from the old rule numbers from Ch. 12-9 to the new rule number for Ch. 12D-19.

**12-9 Old Numbers to 12D-19**

12-9.001	12D-19.001
12-9.002	12D-19.002
12-9.003	12D-19.003
12-9.0031	12D-19.004
12-9.0032	12D-19.005
12-9.004	12D-19.006
12-9.0055	12D-19.007
12-9.006	12D-19.008
12-9.007	12D-19.009
12-9.0077	12D-19.010

12-9.008 is repealed

With the rule package, Form DR-4002, *Application for Approval of a Course or Continuing Education Credit Hours*, was electronically submitted with a technical change to DOS.

I've attached a draft document showing the coded changes from the old Ch. 12-9 rule numbers to the new Ch. 12D-19 numbers. The history notes have not been changed and are pending your provided transfer dates and coding.

Please contact me at 850-717-6536 or [Janet.Young@floridarevenue.com](mailto:Janet.Young@floridarevenue.com) or Janice Forrester at 850-617-8886 or [Janice.Forrester@floridarevenue.com](mailto:Janice.Forrester@floridarevenue.com).

Sincerely,



Janet Young  
Agency Rules Coordinator

Attachments

## CHAPTER **12D-19 12-9**

### **CERTIFIED FLORIDA PROPERTY APPRAISER AND CERTIFIED FLORIDA TAX COLLECTOR PROGRAM**

<u>12D-19.001</u> <del>12-9.001</del>	Definitions
<u>12D-19.002</u> <del>12-9.002</del>	Certified Florida Appraiser, Certified Florida Evaluator, Certified Cadastralist of Florida, Certified Florida Collector, and Certified Florida Collector Assistant Program
<u>12D-19.003</u> <del>12-9.003</del>	Qualifications
<u>12D-19.004</u> <del>12-9.0034</del>	Approval of Courses
<u>12D-19.005</u> <del>12-9.0032</del>	Department Sponsored Courses
<u>12D-19.006</u> <del>12-9.004</del>	Application for Certification
12-9.005	Certificates (Repealed)
<u>12D-19.007</u> <del>12-9.0055</del>	Fees and Tuition
<u>12D-19.008</u> <del>12-9.006</del>	Certification
<u>12D-19.009</u> <del>12-9.007</del>	Recertification
<u>12D-19.010</u> <del>12-9.0077</del>	Reinstatement
12-9.008	Hearing on Certification Application and Expiration (Repealed)

#### **12D-19.001 ~~12-9.001~~ Definitions.**

The following definitions 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 Certified Florida Appraiser, Certified Florida Evaluator, Certified Florida Collector, Certified Florida Collector Assistant, or Certified Cadastralist of Florida.
- (3) Department: The Florida Department of Revenue.
- (4) Chairperson: 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.
- (7) State Associations: The Property Appraisers' Association of Florida, Inc., Florida Association of Property Appraisers, Inc., and Florida Tax Collectors, Inc.
- (8) Committees: The Admissions and Certifications Committees for Certified Florida Appraisers, Certified Florida Evaluators, Certified Cadastralists of Florida, Certified Florida Collectors and Certified Florida Collector Assistants.
- (9) 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) Approved Course: Any course, seminar, or workshop approved by the Department for credit towards certification, recertification, or reinstatement. Any course approved under the criteria and procedures described in Rule 12D-19.004 ~~12-9.0034~~, F.A.C., is an approved course.
- (11) Governmental Employment: Employment with a Florida county property appraiser, Florida county tax collector, or the Department.
- (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.

*Rulemaking Authority 195.002(2), 195.027(1) FS. Law Implemented 145.10, 145.11, 195.002 FS. History—New 4-2-81, Formerly 12-9.01, Amended 4-11-89, 12-30-97, 10-26-21.*

#### **12D-19.002 ~~12-9.002~~ Certified Florida Appraiser, Certified Florida Evaluator, Certified Cadastralist of Florida, Certified Florida Collector, and Certified Florida Collector Assistant Program.**

- (1) A Certified Florida Appraiser, Certified Florida Evaluator, Certified Cadastralist of Florida, Certified Florida Collector, and Certified Florida Collector Assistant program is established and administrated by 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 and the Department.
- (c) The CCF certification is available to property appraisers and employees of Florida county property appraisers and the Department.
- (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 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. This guide is available on the Department's Certification and Training webpage [https://floridarevenue.com/property/Pages/Cofficial\\_Training.aspx](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 property appraisers and employees of Florida county property appraisers as "Certified Florida Appraisers," "Certified Florida Evaluators," and "Certified Cadastralists of Florida." Another committee will administer the certification of tax collectors and employees of Florida county tax collectors 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 subsection ~~12D-19.001~~ ~~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) 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. The chairperson 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) The duties of the committees are:
- (a) To screen all applicants for certification, and
  - (b) 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.
- (9) The Executive Director, or the Executive Director's designee, will administer the certification of Department employees who meet the qualifications for professional designation as provided in Rule ~~12D-19.003~~ ~~12-9.003~~, F.A.C.

*Rulemaking Authority 195.002(2), 195.027(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, 10-26-21.*

#### **~~12D-19.003~~ ~~12-9.003~~ Qualifications.**

(1) To qualify for any of the certifications, 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 qualify for the special qualification salary, 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 monitored 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.

(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 of a Florida Tax Collector.

(b) A minimum of 90 hours of approved elective courses which include instruction and examination designed to impact expertise in the areas of tax administration, assessment, or collection in Florida.

(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 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 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 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 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 courses which include instruction and examination on principles, techniques, or applications of cadastral mapping.

(6) To receive credit for the 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 hours 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.

*Rulemaking Authority 195.002(2), 195.027(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, 1-2-01, 10-26-21.*

#### **12D-19.004 ~~12-9.003~~ 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](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 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 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.

(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](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).

*Rulemaking Authority 195.027(1) FS. Law Implemented 145.10, 145.11, 195.002 FS. History—New 10-26-21.*

#### **12D-19.005 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](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](mailto: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](mailto: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](mailto: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](mailto: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](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.

*Rulemaking Authority 195.027(1) FS. Law Implemented 145.10, 145.11, 195.002 FS. History—New 10-26-21.*

#### **12D-19.006 ~~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 (Form DR-4001, incorporated by reference in Rule 12D-16.002, F.A.C.). Form DR-4001 is available on the Department's Certification and Training webpage [https://floridarevenue.com/property/Pages/Cofficial\\_Training.aspx](https://floridarevenue.com/property/Pages/Cofficial_Training.aspx).

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

(c) Certification fee in an amount set as referenced in Rule ~~12D-19.007 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 shall cast the deciding vote in the case of a tie.

*Rulemaking Authority 195.002(2), 195.027(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, 10-26-21.*

#### **12-9.005 Certificates.**

*Rulemaking Authority 20.21 FS. Law Implemented 145.10, 145.11 FS. History—New 4-2-81, Formerly 12-9.05, Repealed 4-11-89.*

**12D-19.007 12-9.005 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, 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](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) The Department shall select a treasurer for each committee who shall be a 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 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.

*Rulemaking Authority 195.002(2), 195.027(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, 10-26-21.*

**12D-19.008 12-9.006 Certification.**

(1) No certification shall be issued by the Department until the provisions of Rule **12D-19.006 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 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.

(3) After a committee approves a certification of an applicant, the Department will mail such person a certificate of accomplishment and membership card in a format prescribed by the Department. 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.

*Rulemaking Authority 195.002(2), 195.027(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, 10-26-21.*

**12D-19.009 12-9.007 Recertification.**

(1)(a) To be recertified, Certified Florida Appraisers and Certified Florida Collectors must complete a minimum of 24 hours of

approved courses that meet the criteria of subsection **12D-19.003 42-9.0034**(1), F.A.C., each calendar year and pay a recertification fee, as specified in paragraph **12D-19.007 42-9.0055**(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 paragraph **12D-19.007 42-9.0055**(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.

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

(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, 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. 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 **12D-19.010 42-9.0077**, F.A.C.

(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) 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 when a professional designee within the office leaves governmental employment.

(8) 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) The Department shall maintain records of approved courses, attendance, approval dates, hours of courses, and all other information for the purpose of maintaining current records on all professional designees' continuing education status.

*Rulemaking Authority 195.002(2), 195.027(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, 10-26-21.*

#### **12D-19.010 42-9.0077 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 previously certified 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 previously certified professional designees, pay the reinstatement fee set forth in Rule **12D-19.007 42-9.0055**(1)(c), F.A.C.

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

*Rulemaking Authority 195.002(2), 195.027(1) FS. Law Implemented 145.10, 145.11, 195.002 FS. History—New 10-26-21.*

**12-9.008 Hearing on Certification Application and Expiration.**

*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 10-26-21.*