Application for Approval of a Course or Continuing Education Credit Hours

Property Tax Oversight Certification and Training

To request approval of a course, conference, seminar, workshop, or similar event ("course") as an approved course or continuing education credit hours for a Florida professional certification, annual recertification, or reinstatement, complete an *Application for Approval of a Course or Continuing Education Credit Hours*. **Submit your completed application, including the required documentation, at least 20 days prior to the start date of the course.**

Florida Professional Certification

Select the professional designation(s) to complete the course:

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

Applicant Information

Applicant's name:	County:
Business email address:	Business phone number:

Course Information

List the course name(s), course hours, and primary instructor below for each course. Each course hour is calculated in 50 minute increments. Attach the course agenda or schedule, and descriptions of each course for which you are seeking approval. Use page 2 to list additional courses. The agenda or course description must show quantifiable subject matter; course examinations; starting and ending times for each topic to be assigned hours; and break and meal times. Attach a list of all course instructors and their qualifications to teach the course materials.

Title:		Date(s):
Course Name(s)	Instruction Hours/Mins	Instructor(s) and Qualifications

Applicant Signature

I am requesting approval of the course(s) as indicated above. I certify that all information provided on this form and any attachments are true and correct to the best of my knowledge.

Signature:	Date:

Email your completed application and copies of the course information to:

PTOTraining@floridarevenue.com

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

Course Information.

List the course name(s), course hours, and primary instructor below for each course. Each course hour is calculated in 50 minute increments. Attach the course agenda or schedule, and descriptions of each course for which you are seeking approval. The agenda or course description must show quantifiable subject matter; course examinations; starting and ending times for each topic to be assigned hours; and break and meal times. Attach a list of all course instructors and their qualifications to teach the course materials.

Course Name(s)	Instruction Hours/Mins	Instructor(s) and Qualifications

Submit your completed application and copies of the course information to:
PTOTraining@floridarevenue.com

INSTRUCTIONS

This *Application for Approval of a Course or Continuing Education Credit Hours* is used to request the approval of a course, conference, seminar, workshop, or similar event to become approved by the Florida Department of Revenue (Department) as an approved course or as continuing education hours. Approval is contingent upon documentation showing the proposed course will impart expertise in the relevant field.

Any course, seminar, or workshop for credit towards certification**,** recertification, or reinstatement must be approved by the Department before the course is taken. The course 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

When approved by the Department, these courses may be used to obtain a Florida professional certification or by Certified Florida Appraisers and Certified Florida Collectors to meet the continuing education requirements for annual recertification.

Certified Florida Collector Continuing Education Requirements

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

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

Certified Florida Appraiser Continuing Education Requirements

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

- Duties and role of property appraisers
- Duties and role of the Department
- State or federal appraisal law, including professionally accepted appraisal practices and appropriate appraisal methodologies
- Management of technology information systems
- Office management and personnel training as it relates to property appraiser offices
- Public administration
- Ethics training

Examples of approved courses include educational instruction conducted at seminars, workshops, conferences, webinars, forums, and similar events held by state, national and international associations that address specified topics as they relate to the functions of tax collectors or property appraisers. Examples of events that do not address these specified topics are vendor demonstrations, trade shows, and round table discussions.

Department Review

After receiving your completed application, the Department will review the course for compliance with the approval criteria in Rule 12D-19.004, Florida Administrative Code, and will notify you in writing whether the course or continuing education is approved. If approved, a Department course number and the number of credit hours will be assigned. Approved course information will be posted on the Department's Certification and Training webpage at https://floridarevenue.com/property/Pages/Official_Training.aspx**.**

Certified Florida Appraisers and Certified Florida Collectors, and their certified staffs, completing the course may report the course number and number of credit hours to the Department to receive continuing education hours.