

Florida Department of Revenue
Property Tax Oversight/Certification and Training

Online Registration

How to create and submit an order online



Table of Contents



Step	Pages
1. Getting Started	3-4
2. Select Category	5
3a. Registering for Courses	6-7
3b. Annual Recertifications	8-10
3c. Submitting Certification Applications	11-13
3d. Submitting Reinstatement Applications	14-16
3e. Submitting Applications for Approval of a Course or Continuing Education Credit Hours	17-19
3f. Purchasing Other Items	20
4. Placing Transaction Orders	21-22
5. Finalizing Orders	23-24
6. Paying with an e-Check	25-27
7. Paying with a Credit Card	28-32
8. Helpful Hints	33

Click on any of the steps to go directly to that step. Click on “**TOC**” at the bottom right of any page to come back to this page.

Before You Begin



► Please note:


- **DEBIT BLOCKS** – Some financial institutions impose a block on Automated Clearing House (ACH) debits (e-checks). If you have a debit block on your bank account, you will need to provide a company identification number to your financial institution before using this system.
- The company identification number for Property Tax Oversight Certification & Training payments is V596001874.

Step 1 - Getting Started



- ▶ To access the online payment system please click on the following link: <https://taxapps.floridarevenue.com/PtoRegPublic/>
- ▶ Check the box “I’m not a robot” and complete the reCAPTCHA instruction

**Property Tax Oversight
Certification and Training
Online Registration**

☐ I'm not a robot 

Click below to:

Register and Pay for a Course

**Submit and Pay for Initial Certification Application, Recertification or
Certification Reinstatement Application**

**Submit an Application for Approval of a Certification or Recertification
Course**

Other

Helpful Hints:

A guide to using the online registration site is available for viewing and may be downloaded by clicking on the link below.
[Property Tax Oversight Certification and Training Online Registration Guide](#)

Session Limit: There is a 30-minute session limit. After 30 minutes, the system will time out and all information will be lost.

Accepted Payments: Mastercard, Visa, Discover, American Express, or electronic check.

Fees: There are no fees when making a payment by electronic check. Fees may apply per payment when making a payment by credit card.

Processing times: Payments made through this payment site may take several days to appear on your bank or credit card statement.

Debit Blocks: Some financial institutions impose a block on Automated Clearing House (ACH) debits (e-checks). If you have a debit block on your bank account, you will need to provide a company identification number to your financial institution before using this system. The company identification number for Property Tax Oversight Certification & Training payments is V596001874.

Step 2 - Select Category




The application has four options.

1. Register and Pay for a Course— for registering for courses
2. Initial Certification Application, Recertification or Certification Reinstatement – for submitting an initial certification application, annual recertification, or an application for reinstatement of a certification
3. Application for Approval of a Certification or Recertification Course – for applying a course to be approved for certification or recertification credit
4. Other – for transactions not listed in other tabs

Select the category and complete the information requested. See pages 6-20 for examples of completing each category type.

**Property Tax Oversight
Certification and Training
Online Registration**

☐ I'm not a robot 
reCAPTCHA
Privacy * Terms

Click below to:

Register and Pay for a Course

Submit and Pay for Initial Certification Application, Recertification or
Certification Reinstatement Application

Submit an Application for Approval of a Certification or Recertification
Course

Other

Step 3a – Registering for Courses



Select your transaction type.

You must choose either **Property appraisal** or **Tax collection** to continue.

Select the course from the drop-down list.

Enter the registrant's information.

To go back to the main page, click **Home** button. To clear all orders and start over, click the **Clear All** button. To add additional registrants, click the **Add Another Order** button and repeat this process; otherwise click **Next** to continue.

Property Tax Oversight Certification and Training Online Registration

Please select transaction type: *

☐ Property appraisal

☐ Tax collection

Course Registration

12D-19.005(2)(b), Florida Administrative Code

Department-sponsored approved courses will be announced at least 60 days prior to the course start date and published on the [Certification and Training webpage](#).
Registration is open to all interested parties but is subject to space availability.

[Cancellations and Refunds](#)

*Required Fields

Cost \$

*Course:

* Full Name:

* Email:

* Job Title:

* Office:

* Emergency Contact:

* Phone: - -

Supervisor:

Supervisor Email:

Total Cost \$

Home

Add Another Order

Clear All

Next

Options

- ▶ [Skip to Step 4](#) to for how to place the order for course registration.
- ▶ The next page will review the process for submitting annual recertifications.

Step 3b – Annual Recertifications



Select your transaction type.

You must choose either **Property appraisal** or **Tax collection** to continue.

Property Tax Oversight Certification and Training Online Registration

Please select transaction type: *

☐ Property appraisal

☐ Tax collection

Download Form DR-4001.

[DR-4001: Application for Florida Professional Certification](#)

12D-19.004(1)(b), 12D-19.007(1) and (1)(b), F.A.C.

Select **Annual Recertification**.

☐ Certification

☐ Reinstatement of Certification

☐ Annual Recertification

Total Cost \$

Home

Add Another Order

Clear All

Next

Step 3b – Annual Recertifications



Select your county.

Select the name from the drop-down list and enter an email address.

Enter the contact's name and check the **Renew** or **Don't Renew** box.

If **Don't Renew** is checked, enter the reason (i.e., **Retired, No longer employed**) in the comments box. If the person selected has had a name change, include the new name in the comments box.

Complete Form [Form DR-4001](#) and save to your computer. Then complete the fields below and attach the completed DR-4001 and certificate copies using the "Choose File" button. If you are submitting multiple applications, click "Add Another Order." If you are submitting a single application, click "Next." All attachments must be in pdf format.

Application Type: Annual Recertification

* County:

* Professional Designee: * Email:

* Office Certification Contact:

☒ Renew ☐ Don't Renew

* Recertification Fee:

Enter any name change requests below and the reason for any "Don't Renew" box being selected in the comment section below.

* Comments:

* Choose File: No file chosen (Please attach a list of any changes (e.g., retirement, name change) in pdf format.)

*Required Fields

Total Cost: 5.00

Home Add Another Order Clear All Next

If you are submitting multiple renewals, click on **Add Another Order**. If you are submitting a single renewal, click on **Next**.

Attach the completed DR-4001.
All attachments must be submitted as a PDF.

Options

- ▶ [Skip to Step 4](#) to for how to complete the transaction for annual recertifications.
- ▶ The next page will review the process for submitting applications for certification.

Step 3c – Submitting Certification Applications



Select your transaction type.

You must choose either **Property appraisal** or **Tax collection** to continue.

Property Tax Oversight Certification and Training Online Registration

Please select transaction type: *

- ☐ Property appraisal
☐ Tax collection

Download Form DR-4001.

[DR-4001: Application for Florida Professional Certification](#)

12D-19.004(1)(b), 12D-19.007(1) and (1)(b), F.A.C.

Select **Certification**.

- ☐ Certification
☐ Reinstatement of Certification
☐ Annual Recertification

Total Cost \$

Home

Add Another Order

Clear All

Next

Step 3c – Submitting Certification Applications



Answer Question 1 with the date the application began qualifying employment

Answer Question 2 by verifying that the courses submitted with the application are approved.

Click Submit.

**Property Tax Oversight
Certification and Training
Online Registration**

Please select transaction type: *

☒ Property appraisal

☐ Tax collection

[DR-4001: Application for Florida Professional Certification](#)
12D-19.004(1)(b), 12D-19.007(1) and (1)(b), F.A.C.

Question 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 of Revenue (12D-19.003(1), Florida Administrative Code). What date did you begin your qualifying employment?

Question 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 (12D-19.003(2), Florida Administrative Code). Have you reviewed the [approved course lists](#) and verified that the courses you are submitting are approved?
☐ Yes ☐ No

Submit

Total Cost \$

[Home](#) [Add Another Order](#) [Clear All](#)

[Next](#)

Step 3c – Submitting Certification Applications



Choose the appropriate designation from the drop-down list.

Choose the county where the applicant works from the drop-down list.

Enter the applicant's name and email address.

Attach completed DR-4001 and supporting documents using the **Choose File** button. **All attachments must be submitted as a PDF.**

Complete Form [Form DR-4001](#) and save to your computer. Then complete the fields below and attach the completed DR-4001 and certificate copies using the "Choose File" button. If you are submitting multiple applications, click "Add Another Order." If you are submitting a single application, click "Next." All attachments must be in pdf format.

Application Type:

* Designation:

* County:

* Full Name:

* Application Fee:

* Email:

* (Complete application must be attached.)

*Required Fields

For technical issues, contact PTOTraining@floridarevenue.com. A reply will be received within 48 hours, Monday-Friday, 8 am to 5pm ET (excludes national holidays).

Total Cost \$ 25.00

If you are submitting multiple applications, click on **Add Another Order** after attaching each application. If you are submitting a single application, click on **Next**.

Options

- ▶ [Skip to Step 4](#) for how to complete the submission of certification applications.
- ▶ The next page will review the process for submitting applications for reinstatement of certification.

Step 3d – Submitting Reinstatement Applications



Select your transaction type.

You must choose either **Property appraisal** or **Tax collection** to continue.

Download Form DR-4001.

Select **Reinstatement of Certification**.

Property Tax Oversight Certification and Training Online Registration

Please select transaction type: *

☐ Property appraisal

☐ Tax collection

[DR-4001: Application for Florida Professional Certification](#)

12D-19.004(1)(b), 12D-19.007(1) and (1)(b), F.A.C.

☐ Certification

☐ Reinstatement of Certification

☐ Annual Recertification

Total Cost \$

[Home](#)

[Add Another Order](#)

[Clear All](#)

[Next](#)

Step 3d – Submitting Reinstatement Applications



Choose the appropriate designation from the drop-down list.

Choose the county where the applicant works from the drop-down list.

Enter the applicant's name and email address.

Attach completed DR-4001 and supporting documents using the **Choose File** button. **All attachments must be submitted as a PDF.**

Complete Form [Form DR-4001](#) and save to your computer. Then complete the fields below and attach the completed DR-4001 and certificate copies using the "Choose File" button. If you are submitting multiple applications, click "Add Another Order." If you are submitting a single application, click "Next." All attachments must be in pdf format.

Application Type:

* Designation:

* County:

* Full Name:

* Email:

* Application Fee:

* Required Fields

* No file chosen (Complete application must be attached.)

For technical issues, contact PTOTraining@floridarevenue.com. A reply will be received within 48 hours, Monday-Friday, 8 am to 5am ET (excludes national holidays).

Total Cost \$ 5.00

If you are submitting multiple applications, click on **Add Another Order** after attaching each application. If you are submitting a single application, click on **Next**.

Options

- ▶ [Skip to Step 4](#) for how to complete the transaction for submitting a reinstatement application.
- ▶ The next page will review the process for submitting other requests.

Step 3e – Submitting Application for Approval of a Course or Continuing Education Credit Hours



Select your transaction type.

You must choose either **Property appraisal** or **Tax collection** to continue.

Download Form DR-4002.

Click on the gray bar to see the full text of 12D-19.004, F.A.C.

Property Tax Oversight Certification and Training Online Registration

Please select transaction type: *

☐ Property appraisal

☐ Tax collection

[DR-4002: Application for a Approval of a Course or Continuing Education Credit Hours](#)

12D-19.004(1)(b), F.A.C.

12D-19.004, F.A.C.

12D-19.004, F.A.C full text

12D-19.004(1)(b), F.A.C. – 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.

Step 3e – Submitting Application for Approval of a Course or Continuing Education Credit Hours



Enter applicant information.

Check this box to confirm you've included all the required information for the course description (course hours, instructor qualifications, and agenda (if applicable)).

Check this box to confirm you are submitting at least 20 days in advance of the course start date.

Attach completed DR-4002 and supporting documents using the **Choose File** button. **All attachments must be submitted as a PDF.**

Complete Form [Form DR-4002](#) and save to your computer. Then complete the fields below and attach the completed DR-4002 using the "Choose File" button. If you are submitting multiple applications, click "Add Another Order." If you are submitting a single application, click "Next." All attachments must be in pdf format.

Cost \$

* Applicant Name: * Office:
* Email: * Course Name:

Check the boxes below to confirm you've included everything listed

* ☐ Course description attached

- Course hours listed
- Instructor qualifications listed
- Agenda included (if applicable)

* ☐ Submitted at least 20 days prior to the course start date

* No file chosen

* Required Fields

For technical issues, contact PTOTraining@floridarevenue.com. A reply will be received within 48 hours, Monday-Friday, 8 am to 5 pm ET (excludes national holidays).

Total Cost \$ 0.00

[Home](#) [Add Another Order](#) [Clear All](#) [Next](#)

If you are submitting multiple applications, click on **Add Another Order** after attaching each application. If you are submitting a single application, click on **Next**.

Options

- ▶ [Skip to Step 4](#) for how to submit an application for approval of a course or continuing education credit hours.
- ▶ The next page will review the process for submitting other requests.

Step 3f – Purchasing Other Items



Select your transaction type.

You must choose either **Property appraisal** or **Tax collection** to continue.

Enter your name, county or office, and email address.

Then enter the cost of the item or service.

Then enter the description of the item or service.

Attach documents using the **Choose File** button. **All attachments must be submitted as a PDF.**

Property Tax Oversight Certification and Training Online Registration

Please select transaction type: *

☐ Property appraisal

☐ Tax collection

Other

Please complete the fields below, describe the item you are purchasing and the cost. Attach additional documentation using the "choose file" button.

* Full Name * Office

* Email * Fee \$

Description:

Choose File No file chosen

*Required Fields

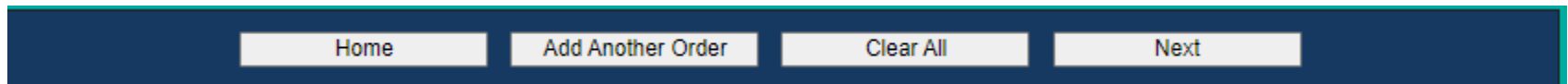
Total Cost \$

Home Add Another Order Clear All

Next

If you are submitting multiple applications, click on **Add Another Order** after attaching each application. If you are submitting a single application, click on **Next**.

Step 4 – Placing Transaction Orders

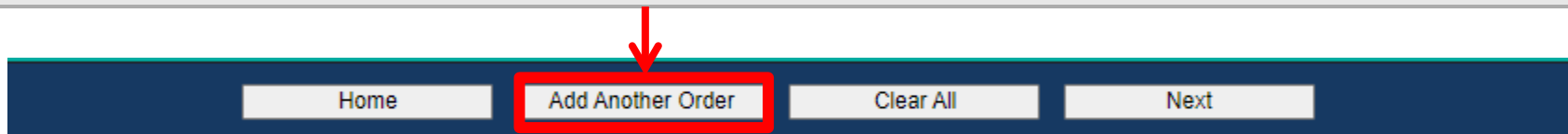


When you have entered all the information, you can choose one of four options:

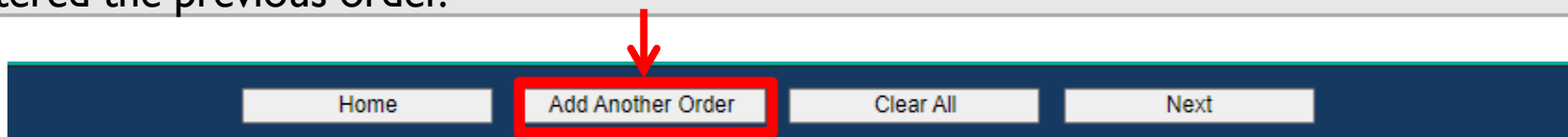
1. **Home** – to return to the main page and select a category
2. **Add Another Order** – to add multiple orders to one single payment
3. **Clear All** – to clear all orders you have entered to that point
4. **Next** – to move forward to payment screen

Step 4a - Adding Orders

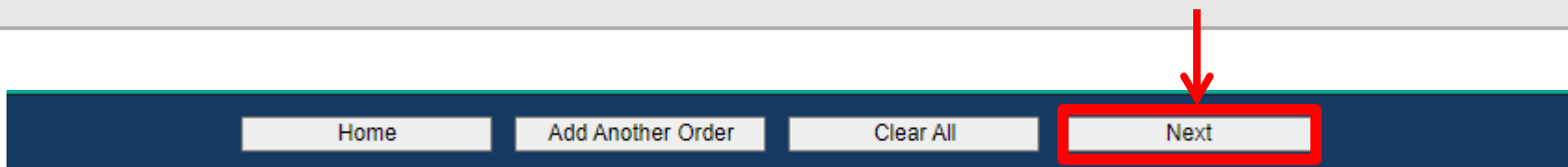
1. To add a second order, click **Add Another Order** after you've entered the first order.



2. To add three or more orders, click **Add Another Order** again each time after you've entered the previous order.



3. Click **Next** after you've entered your last order. This will bring you to the **Payment Summary** page.



Step 5 - Finalizing Order



Review your order information on the **Payment Summary** page.

If changes are necessary, select **Edit** or **Remove** from the appropriate order.

If you need to add another order, click the **Add Another Order** button.

Select your payment method.

If everything is correct, click **Next** to move forward.

Payment Summary

Print this page for a detailed summary of your order.
Do not use the browser's back button.
Using the back button may result in an incorrect total charged to your account.
If you wish to add another order,
please click the "Add Another Order" button.

Registration 1: Tax Collector Courses [Edit](#) [Remove](#)

Other
Full Name: test name
County: test county
Email: test@test.com
Description: enter description here
File Uploaded:

20.00

Total 20.00

Complete Total 20.00

Payment Method: ☐ Credit Card
☐ E-Check

[Print](#) [Add Another Order](#) [Next](#)

Options

- ▶ [Skip to Step 7](#) for paying with a credit card.
- ▶ The next page will review the process for paying with e-check.

Step 6a - Paying with an e-Check



For e-check payments, enter your payment information. All fields must be complete to move forward with the payment.

When you have entered your information, click **Next** to move forward.

The screenshot shows a web form titled "Enter Payment Info". Below the title bar, it displays "Payment Amount: 20.00". The form contains the following fields and options:

- Name on Bank Account: * [text input] (Enter the full name associated with this account)
- Contact Name: * [text input]
- Contact Telephone: * ([text input]) [text input] [text input] Ext: [text input]
- Contact Email: * [text input]
- Bank Routing Number: * [text input] [Need help finding the routing and account numbers?](#)
- Bank Account Number: * [text input]
- Verify Bank Account Number: * [text input]
- Account Type: * ☐ Personal Checking ☐ Personal Savings ☐ Business Checking ☐ Business Savings

At the bottom of the form are three buttons: "Back", "Clear", and "Next". A red bracket on the left groups the input fields, and a red arrow points from the "Next" button to the explanatory text box on the right.

DEBIT BLOCKS – Some financial institutions impose a block on Automated Clearing House (ACH) debits (e-checks). If you have a debit block on your bank account, you will need to provide a company identification number to your financial institution before using this system. The company identification number for Property Tax Oversight Certification & Training payments is V596001874.

Step 6b - Paying with an e-Check



Now you come to the **Confirm Payment** page.

Review all your information and then click on the box indicating you have read the terms and conditions for the transaction.

A screenshot of the "Confirm Payment" page. At the top is a dark blue button labeled "Confirm Payment". Below it is a dark blue box showing "Payment Amount: \$30.00". The main section contains contact information: "Name on Bank Account: test test", "Contact Name: test", "Contact Telephone: (850) 555-1111 x", "Contact Email: test@test.com", "Bank Routing Number:" (with a text input field), "Bank Account Number:" (with a text input field), and "Account Type: Business Checking". Below this is a "Payment Authorization" section with a paragraph of text and a checked checkbox stating "I have read the terms and conditions specified above, and I authorize this transaction." At the bottom are three buttons: "Submit", "Back", and "Cancel". Three red arrows point from the instructional text boxes to the "Confirm Payment" button, the checkbox, and the "Submit" button respectively.

When you are ready, click on the **Submit** button to make your payment.

Step 6c - Paying with an e-Check



E-Check Confirmation

Successful Submission
Confirmation Number: 370595431316
Confirmation Date: 11/8/2016 10:30:47 AM

Payment Details Payment Amount:

Please print for your records! Please keep a copy of the payment confirmation for your records. In the event that a refund is requested a copy of this confirmation will be necessary.

Payment Amount Authorized:	\$30.00
Contact Name:	test
Contact Telephone:	8505551111 x
Contact Email:	test@test.com
Name on Bank Account:	test test
Bank Routing Number:	061000104
Bank Account Number:	**3456
Account Type:	Business Checking

Back to Menu

Print

When the system has successfully received your payment, you will see the **E-Check Confirmation** page. Please remember to print this page for your records. If you require a refund, you will need to supply the Department with a copy of this confirmation page.

Step 7a - Paying with a Credit Card



For credit card payments, enter your payment information as directed. Select **New Card Account** from the payment method drop-down.

A pop-up box will appear (see next page).



To schedule your payment, enter your information in the fields below and select **Continue** to proceed.

Enter Payment	Review	Thank You
Retrieved Account Details Business Partner Number: 0004282846		
Funding Source Details Payment Method: * -Select- ▼		
Payment Amount * <div><input checked="" type="radio"/> Total Payment Amount This is the payment amount including the credit card convenience fee.</div> <div>\$30.00</div>		
Enter Additional Payment Details Payment Amount: \$30.00 Convenience Fee: \$0.00 Contact Name: * <input type="text"/> Email Address: * <input type="text"/> Day Phone: * <input type="text"/>		
Your Account will not be charged until the Payment is confirmed on the next page		
Continue	Cancel	

Step 7b - Paying with a Credit Card



Enter your payment information. All fields must be complete to move forward with the payment.

When you have entered your information, click **Save changes** to move forward (the pop-up box will close).

The screenshot shows a web form titled "Add New Card Details" with a close button (X) in the top right corner. The form contains the following fields and elements:

- Name on Card:** * (Required) Text input field containing "TEST NAME".
- Card Number:** * (Required) Text input field with a card type selector showing VISA, Mastercard, AMEX, and Discover logos.
- Expiry Date:** * (Required) Text input field.
- Card CW No:** * (Required) Text input field with a link "What is this?".
- ☐ Click here if address is out of country.
- Address Line 1:** * (Required) Text input field.
- Address Line 2:** Text input field.
- City:** * (Required) Text input field.
- State:** * (Required) Dropdown menu showing "-Select-" with a downward arrow.
- Zip:** * (Required) Text input field.
- Buttons:** "Save changes" (blue) and "Cancel" (white).

Red arrows from the instructional text boxes point to the "Name on Card" and "Card Number" fields, the "Expiry Date" and "Card CW No" fields, and the "Save changes" button.

Step 7c - Paying with a Credit Card



Funding Source Details

Payment Method: *

-Select- ▼

Payment Amount *

- ☒ Total Payment Amount \$30.00
This is the payment amount including the credit card convenience fee.

Enter Additional Payment Details

Payment Amount: \$30.00

Convenience Fee: \$0.00

Contact Name: *

Email Address: *

Day Phone: *

Your Account will not be charged until the Payment is confirmed on the next page

Continue

Cancel

Under **Enter Additional Payment Details**, enter your contact information. All fields must be complete to move forward with the payment.

When you have entered your information, click **Continue** to move forward.

Step 7d – Paying with a Credit Card



Please review the information entered below. Select **Confirm** to submit or Edit to make a correction.

Enter Payment Review Thank You

Now you come to the
Review Payment page.

Almost Done

Please review your payment :

Account Details

Account Number: 0004282846

Payment Details

Payment Method: Visa Card ending in 9990
Expiry Date: 12/21
Card Address: 123 Main Street,
Tallahassee, FL 32399, USA
Payment Effective Date: 03/03/2021
Payment Processing Date: 03/02/2021
Payment Date: 03/02/2021
Payment Amount: \$30.00

Additional Payment Details

Payment Amount : \$30.00
Convenience Fee: \$0.00
Contact Name: Test Name
Email Address: test@test.com
Day Phone: 8505551111

Review all your information.
Click **Confirm** to continue
or **Edit** if you need to make
changes.

By clicking **Confirm** to confirm your payment, you authorize us to initiate a debit from the **Payment Method Account** to make a payment to the **Account**, as detailed above. The payment to your account will be made on the **Payment Date** detailed above, and the debit from your account will occur within two business days of that date, but no earlier than that date. You also authorize your financial institution (and its successors or assigns), to process this debit to your account.

Confirm Edit Cancel

Step 7e – Paying with a Credit Card



Credit Card Confirmation

Successful Submission
Confirmation Number: 360018531316
Confirmation Date: 11/8/2016 2:43:20 PM

Payment Details Payment Amount:

Please print for your records! Please keep a copy of the payment confirmation for your records. In the event that a refund is requested a copy of this confirmation will be necessary.

Note: The bill amount paid and convenience fee will be charged to your card and listed on your statement separately. It may take up to 72 hours for this payment to be credited to your tax account.



When the system has successfully received your payment, you will see the **Credit Card Confirmation** page. Please remember to print this page for your records. If you require a refund, you will need to supply the Department with a copy of this confirmation page.

Helpful Hints



- ▶ There is a 30-minute session limit. After 30 minutes, the system will time out and all information will be lost.
- ▶ If you need to purchase an IAAO supplemental textbook, order through [IAAO](#) directly.
- ▶ To be sure the system processes your registration in a free course or workshop, click **Next** on the Payment Summary page to receive your confirmation.
- ▶ Contact PTOTraining@floridarevenue.com for any issues with the online registration site.