STATE OF FLORIDA

DEPARTMENT OF REVENUE

PROPERTY TAX OVERSIGHT PROGRAM

CHAPTER 12D-19, FLORIDA ADMINISTRATIVE CODE

CERTIFIED FLORIDA PROPERTY APPRAISER AND

CERTIFIED FLORIDA TAX COLLECTOR PROGRAM

AMENDING RULES 12D-19.001, 12D-19.002, 12D-19.003, 12D-19.004,

12D-19.005, 12D-19.007, 12D-19.008, AND 12D-19.009

12D-19.001 Definitions.

The following definitions apply to this chapter:

(1) through (6) No change.

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

(8) through (12) No change.

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, Formerly 12-9.001, Amended _____.

12D-19.002 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

DRAFT

established and administratered 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 Certified Florida Appraiser ~~CFA~~ certification is reserved solely for elected or appointed Florida property appraisers.

(b) The Certified Florida Evaluator ~~CFE~~ certification is available to employees of Florida county property appraisers and the Department.

(c) The Certified Cadastralist of Florida ~~CCF~~ certification is available to property appraisers and employees of Florida county property appraisers and the Department.

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

(e) The Certified Florida Collector Assistant ~~CFCA~~ certification is available to employees of Florida county tax collectors and the Department.

(2)~~(4)~~ The Department will publish an informational ~~booklet or~~ guide about the program presenting these rules, applicable forms, and the 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) through (9) renumbered (3) through (7) No change.

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

DRAFT

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, Formerly 12-9.002, Amended _____.

12D-19.003 Qualifications.

(1) To qualify for any of the certifications, an applicant must currently hold a position in and have at least 2 years of governmental employment 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 as provided in Sections 145.10 and 145.11, F.S., 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) through (5) No change.

(6) To receive credit for the education requirements, applicants must meet the course provider's attendance policy ~~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) To receive full course credit for certification courses provided by the Department, applicants must be present in the classroom during 90% of instructional hours and pass the required examination. ~~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~~

DRAFT

~~provider.~~

(b) Successful completion of multiple offerings of the same course will be credited once toward initial certification. ~~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.~~

(c) An applicant who fails an examination administered by the Department must take a re-examination within 90 days of the failed examination. An applicant who does not take or pass the re-examination within the 90-day period will be required to retake the course.

(7)(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.

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, Formerly 12-9.003, Amended _____.

DRAFT

12D-19.004 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) 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).

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

a. through g. No change.

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

a. through h. No change.

(2)(a) To obtain approval for a course, a completed Application for Approval of a Course or

DRAFT

Continuing Education Credit Hours (form ~~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. Education ~~Continuing education~~ hours are awarded based on an hour per 50 minutes of classroom time. Attendance is documented by the course provider.

(c) No change.

(d) The requestor must provide documentation of course completion to each attendee and include the attendee's full name, the approved course name and number, and total number of hours attended.

(e) 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, Formerly 12-9.0031, Amended _____.

12D-19.005 Department Sponsored Courses.

(1) No change.

DRAFT

(2)(a) No change.

(b) No change.

(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 may ~~will~~ be accepted up to one week before the class.

(d) No change.

(3) No change.

(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~~

DRAFT

~~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.

(6) Online courses provided by the Department must be completed within 90 days of registering for the course. Online courses include on-demand self-study courses. To request an exentsion of an additional 30 days, send an email request to PTOTraining for approval. If the time period expires, the applicant must reregister and pay for the course.

Rulemaking Authority 195.027(1) FS. Law Implemented 145.10, 145.11, 195.002 FS. History–New 10-26-21, Formerly 12-9.0032, Amended _____.

12D-19.007 Fees and Tuition.

(1) No change.

(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 state ~~county~~ fiscal year (July ~~October~~ 1 through June ~~September~~ 30) on the Department's Certification and Training webpage https://floridarevenue.com/property/Pages/Cofficial_Training.aspx.

(3) No change.

(4) No change.

(5) 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. Fees may be transferred to another registration, application, or certification by contacting PTOTraining@floridarevenue.com. 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.

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, Formerly 12-9.0055, Amended _____.

12D-19.008 Certification.

(1) through (2) No change.

(3) After a committee approves a certification of an applicant, the Department will send ~~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 certification pin ~~composed~~

DRAFT

~~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, Formerly 12-9.006, Amended _____.

12D-19.009 Recertification.

(1)(a) No change.

(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(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 ~~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) No change.

(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.

DRAFT

(5) through (8) renumbered as (4) through (7) No change.

(8)~~(9)~~ The Department shall maintain records of approved courses, attendance at Department sponsored courses, approval dates, hours of courses, recertification completion documents, 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, Formerly 12-9.007, Amended _____.

DRAFT