



# THE TAX ASSESSOR-COLLECTORS ASSOCIATION OF TEXAS

An Association to secure the benefits of organized ideas and discussion of mutual problems  
that will advance and maintain proper efficiency and dignity of the County Tax Office.

[www.tacaofexas.org](http://www.tacaofexas.org)

## **TACA Professional Designation Certification Program**

The following designation is available to any PAID Active or Associate member of TACA.

### **PROFESSIONAL COUNTY COLLECTOR (PCC)**

Any Active or Associate member of TACA wishing to obtain the TACA Professional Certification Designation of Professional County Collector (PCC) shall complete the following requirements as noted below before such designation may be awarded.

In order to obtain any TACA professional designation certification, the TACA Active member must complete all required courses as noted below AND complete two (2) years' experience as the County Tax Assessor-Collector.

In order to obtain any TACA professional designation certification, the TACA Associate member must complete all required courses as noted below AND have two (2) years' experience working in a county tax office.

### **EDUCATIONAL REQUIREMENTS FOR TACA PROFESSIONAL COUNTY COLLECTOR DESIGNATION (PCC)**

**Effective January 1, 2019**

- *PTEC Course 101 – Property Tax Administration*
- *PTEC Course 102 – Property Tax Appraisal*
- *PTEC Course 7 – Property Tax Law*
- *PTEC Course 8 – Property Tax Assessment & Collections*
- *PTEC Course 9 – Advanced Assessment & Collections*
- *PTEC Course 28 – Truth-in-Taxation*

Note: With proof of completion, credit will be given for any of the above property tax courses completed prior to Jan 1, 2014.

- *Ethics for County Tax Assessor-Collectors* - as certified by V G Young Institute \*\*\*
- *Title Fraud Training* - as presented by the Texas Department of Motor Vehicles

**PLUS:** Eight courses to include 4 Mandatory, Constitutional/Statutory Duty Courses and 4 Elective Courses as noted in the list(s) below:

#### **MANDATORY CONSTITUTIONAL/STATUTORY DUTY COURSES**

- *Public Records: Release, Management & Retention*
- *Budget Planning*
- *Motor Vehicle Sales Tax & Fee Collections*
- *Voter Registration and Chapter 19 Funds*

#### **ELECTIVE COURSES (pick 4 - may NOT be the same four electives completed for CTOP)**

- *Accounting in the Tax Office*
- *Customer Service to Build the Public Trust*
- *Personnel Management in the Public Sector*
- *FLSA, USERRA, & Sexual Harassment*
- *Fundamentals of the Americans with Disabilities Act (ADA)*
- *FMLA: What Every Employer Needs to Know*
- *Manufactured Housing & Boat Titling & Registration*
- *Special Inventory Taxation*

In order to maintain this designation, a TACA Active member must earn 20 Continuing Education Hours annually.

In order to maintain this designation, a TACA Associate member must earn 10 Continuing Education Hours annually.

Active members may carry forward 10 CE's to the next year and Associate members may carry forward 5 CE's to the next year.

\*\*\* "*Ethics for County Tax Assessor-Collectors*" is required to be completed once every twenty-four (24) months to maintain any TACA professional designation certification. This applies to all Active & Associate members that hold a TACA professional designation certification on January 1, 2019 and thereafter.



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## **TACA Professional Designation Certification Program**

The following designation is available to any PAID Active or Associate member of TACA.

### **COUNTY TAX OFFICE PROFESSIONAL (CTOP)**

Any Active or Associate member of TACA wishing to obtain the TACA Professional Certification Designation of County Tax Office Professional (CTOP) shall complete the following requirements as noted below before such designation may be awarded.

In order to obtain any TACA professional designation certification, the TACA Active member must complete all required courses as noted below AND complete two (2) years' experience as the County Tax Assessor-Collector.

In order to obtain any TACA professional designation certification, the TACA Associate member must complete all required courses as noted below AND have (2) two years' experience working in a county tax office.

### **EDUCATIONAL REQUIREMENTS FOR TACA COUNTY TAX OFFICE PROFESSIONAL DESIGNATION (CTOP)**

**Effective January 1, 2019**

Complete the Texas Department of Motor Vehicles Training Modules as follows:

- (R)Registration Training Modules: R-101, R-102, R-103, R-104, R-105, R-106, R-107, R-108, R-109; and
- (T)Title Training Modules: T-101, T-102, T-103, T-104, T-105, T-106, T-107, -108; and
- (CSI)Customer Service Modules

Note: Proof of completion can be a copy of the course certificate or a list of courses passed from the TxDMV LMS System.

- *Ethics for County Tax Assessor-Collectors* - as certified by V G Young Institute \*\*\*
- *Title Fraud Training* - as presented by the Texas Department of Motor Vehicles

**PLUS:** Eight courses to include 4 Mandatory, Constitutional/Statutory Duty Courses and 4 Elective Courses as noted in the list(s) below:

#### **MANDATORY CONSTITUTIONAL/STATUTORY DUTY COURSES**

- *Public Records: Release, Management & Retention*
- *Budget Planning*
- *Motor Vehicle Sales Tax & Fee Collections*
- *Voter Registration and Chapter 19 Funds*

#### **ELECTIVE COURSES (pick 4 - may NOT be the same four electives completed for CTOP)**

- *Accounting in the Tax Office*
- *Customer Service to Build the Public Trust*
- *Personnel Management in the Public Sector*
- *FLSA, USERRA, & Sexual Harassment*
- *Fundamentals of the Americans with Disabilities Act (ADA)*
- *FMLA: What Every Employer Needs to Know*
- *Manufactured Housing & Boat Titling & Registration*
- *Special Inventory Taxation*

In order to maintain this designation, a TACA Active member must earn 20 Continuing Education Hours annually.

In order to maintain this designation, a TACA Associate member must earn 10 Continuing Education Hours annually.

Active members may carry forward 10 CE's to the next year and Associate members may carry forward 5 CE's to the next year.

\*\*\* "*Ethics for County Tax Assessor-Collectors*" is required to be completed once every twenty-four (24) months to maintain any TACA professional designation certification. This applies to all Active & Associate members that hold a TACA professional designation certification on January 1, 2019 and thereafter.



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## **TACA Professional Designation Certification Program**

The following designation is available to any Elected or Appointed County Tax Assessor-Collector that is a PAID Active member of TACA.

### **PROFESSIONAL COUNTY ASSESSOR-COLLECTOR (PCAC)**

Any Active member of TACA wishing to obtain the TACA Professional Certification Designation of *Professional County Assessor-Collector (PCAC)* shall complete the following requirements as noted below before such designation will be awarded.

### **EDUCATIONAL REQUIREMENTS FOR TACA PROFESSIONAL COUNTY ASSESSOR-COLLECTOR DESIGNATION (PCAC)**

To be awarded the TACA Professional Designation Certification Program title of Professional County Assessor-Collector (PCAC) the TACA Active member must have earned the following TACA Professional Designations:

*Professional County Collector (PCC); AND  
County Tax Office Professional (CTOP)*

Once the PCC and CTOP designations have been awarded, the TACA Active member is required to take Advanced Courses in the following subject areas:

#### **ADVANCED COURSE REQUIREMENTS**

- Leadership
- Team Building
- Texas Law Making
- Security

Note: These courses are only available at the Annual TACA Conference each summer or the VG Young School for County Tax Assessor-Collectors each fall.

**Upon completion of the Advanced Training, TACA will award the TACA Active member the Professional Certification Designation of Professional County Assessor-Collector (PCAC)**

In order to maintain this designation the TACA Active member must earn 20 Continuing Education Hours annually. Active members with a PCAC may carry forward 10 CEs to the next year.



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## **TACA Professional Designation Certification Program**

The following designation is available to any Deputy County Tax Assessor-Collector that is a PAID Associate member of TACA.

### **PROFESSIONAL DEPUTY ASSESSOR-COLLECTOR (PDAC)**

Any Active member of TACA wishing to obtain the TACA Professional Certification Designation of *Professional Deputy Assessor-Collector (PDAC)* shall complete the following requirements as noted below before such designation will be awarded.

### **EDUCATIONAL REQUIREMENTS FOR TACA PROFESSIONAL DEPUTY ASSESSOR-COLLECTOR DESIGNATION (PDAC)**

To be awarded the TACA Professional Designation Certification Program title of Professional Deputy Assessor-Collector (PDAC) the TACA Associate member must have earned the following TACA Professional Designations:

*Professional County Collector (PCC); AND  
County Tax Office Professional (CTOP)*

Once the PCC and CTOP designations have been awarded, the TACA Active member is required to take Advanced Courses in the following subject areas:

#### **ADVANCED COURSE REQUIREMENTS**

- Leadership
- Team Building
- Texas Law Making
- Security

Note: These courses are only available at the Annual TACA Conference each summer or the VG Young School for County Tax Assessor-Collectors each fall.

**Upon completion of the Advanced Training, TACA will award the TACA Active member the Professional Certification Designation of Professional County Assessor-Collector (PCAC)**

In order to maintain this designation the TACA Active member must earn 20 Continuing Education Hours annually. Associate members with a PDAC may carry forward 10 CEs to the next year.