

TACA Website: [www.tacaoftexas.org](http://www.tacaoftexas.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.

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

**Beginning January 1, 2014**

\*Complete the following Property Tax Courses:

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 Property Tax Assessment & Collections  
PTEC Course 28 – Truth in Taxation

\*The course “Ethics for County Tax Assessor-Collectors” as certified by V G Young Institute

**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)**

Accounting in the Tax Office  
Customer Service to Build the Public Trust  
Red Flag Training (before Sept 1, 2014) – Title Fraud Training (after Sept 1, 2014)  
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

\*With proof, credit will be given for any course listed completed prior to obtaining membership in TACA.

In order to retain this designation the TACA Active member must earn 20 Continuing Education Hours annually.  
In order to retain this designation the TACA Associate member must earn 10 Continuing Education Hours annually.

**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.

**EDUCATIONAL REQUIREMENTS FOR TACA COUNTY TAX OFFICE PROFESSIONAL DESIGNATION (CTOP)**  
**Beginning January 1, 2014**

\*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

\*The course "Ethics for County Tax Assessor-Collectors" as certified by V G Young Institute

**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)**

Accounting in the Tax Office

Customer Service to Build the Public Trust

Red Flag Training (before Sept 1, 2014) – Title Fraud Training (after Sept 1, 2014)

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

\*With proof, credit will be given for any course listed completed prior to obtaining membership in TACA.

In order to retain this designation the TACA Active member must earn 20 Continuing Education Hours annually.

In order to retain this designation the TACA Associate member must earn 10 Continuing Education Hours annually.

**TACA Professional Designation Certification Program**

The following designation is available to any Elected 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 may be awarded.

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

**Beginning January 1, 2014**

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

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 retain this designation the TACA Active member must earn 20 Continuing Education Hours annually.

\*\* With proof, credit will be given for Advanced Courses completed prior to obtaining PCC or CTOP designation.

**TACA Professional Designation Certification Program**

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

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

**Beginning January 1, 2014**

**PROFESSIONAL DEPUTY ASSESSOR-COLLECTOR (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 Associate member is required to take Advanced Courses in the following subject areas:

**\*\*ADVANCED COURSE REQUIREMENTS**

Leadership  
Team Building  
Texas Law Making  
Security

Upon completion of the Advanced Training, TACA will award the TACA Associate member the Professional Certification Designation of Profession Deputy Assessor-Collector (PDAC)

In order to retain this designation the TACA Associate member must earn 20 Continuing Education Hours annually.

\*\* With proof, credit will be given for Advanced Courses completed prior to obtaining PCC or CTOP designation.