



# 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.tacaftexas.org](http://www.tacaftexas.org)

## Class Policies & Procedures for PTEC Courses

### **Registration & Payment**

Pre-registration is required for all classes. Registration is an online process using the course link at the TACA website. Once a registration is processed, confirmation will be sent to the e-mail provided. Course fees are due prior to class.

### **Cancellation Policy**

All cancellations must be received at least one week prior to the start date of the class. A full refund for the course will be issued if cancelled timely. In the event that TACA cancels a class, the association will refund the entire registration fee.

### **Time & Attendance**

Classes begin at 8:30 AM with sign-in beginning at 8:00 AM each day. Course materials will be provided during sign-in on the first day of class. Students must attend the course from start to finish receiving designation credit or continuing education credit. Students who leave early or are absent for more than one hour outside of the regularly scheduled breaks (without pre-approval by the instructor) will not receive credit.

### **No-Shows**

If you have not notified TACA at least one week prior to class starting, that you will not be attending the class for which you have registered, you will be marked as a “no-show”. No refund will be given for “no-shows”.

### **What to bring to Class**

You will need a silent calculator with a 12-digit display, material for note taking including pens, pencils, highlighter and notepaper. Meeting room temperatures may vary; a light jacket might be needed.

### **Exams**

Up to two hours to complete the end of course exam is provided. The exam is taken directly from the written course material and class lectures. Students are not allowed to use cell phones or electronic notebooks, including the calculator function, during the exam.

### **Grades & Course Credit**

Students will receive their grades after the exam is graded and before leaving. Students are required to take the exam even if taking the course for continuing education purposes only. Students must attend the exam review to receive continuing education credit. Students who successfully complete and pass the course will receive a certificate of completion.

### **Failing a Course**

A student making a grade below 70 in a course may retake the exam. Instructors may provide additional review prior to retake. Student must retake the entire exam. If the student's grade is still below the 70 after the retake, the student will be required to retake the course and no refund will be issued.

### **Insufficient Enrollment**

At least ten (10) students must register for a class in order for it to be held. Should registration fall short of that number, TACA will notify students approximately one week prior to the first day of class. In the event that TACA cancels a class, the association will refund the entire registration fee.

### **Location of classes**

Check the TACA website Education Resources page for course locations and hotel recommendations. If any TACA member is interested in hosting future classes, please notify the Education Committee Chair or the Education Director. The facility used must be able to accommodate up to 20 people. Courses can also be held with closed enrollment, please contact the Education Committee Chair or Education Director for further details.

### **Emergencies**

If a student must leave due to an illness or emergency, notify the instructor immediately. The instructor will notify the TACA Education Director so that arrangements can be made for the student to attend the course at a later time.