



# THE TAX ASSESSOR-COLLECTORS ASSOCIATION OF TEXAS

## CTOP

County Tax Office Professional

### County Tax Assessor- Collectors

To obtain a TACA professional designation certification the TACA Active Member must complete all required courses AND have completed two (2) years experience as the County Tax Assessor-Collector.

### Deputy

To obtain a TACA professional designation certification the TACA Associate Member must complete all required courses AND have completed two (2) years experience working in a county tax office.

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### Required Courses

Ethics for County Tax Assessor-Collectors– This courses is also required once every twenty-four (24) months to maintain any TACA Professional Designation Certification.

#### **TxDMV Modules**

R-101	T-101
R-102	T-102
R-103	T-103
R-104	T-104
R-105	T-105
R-106	T-106
R-107	T-107
R-108	T-108
R-109	T-110
R-110	T-205
R-117	T-210

Value Added- CSI – Customer Service Module

#### **Elective Courses**

##### **Only 4 Required**

(must be different than PCC)

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

#### **Mandatory, Constitutional/Statutory Duty Courses**

##### **All 5 Required**

- Budget Planning
- Public Records: Release, Management & Retention
- Title Fraud Training
- Motor Vehicle Sales Tax & Fee Collection
- Voter Registration & Chapter 19 Funds