



# THE TAX ASSESSOR-COLLECTORS ASSOCIATION OF TEXAS

## PCC

Professional County Collector

### 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 course is also required once every twenty-four (24) months to maintain any TACA Professional Designation Certification.

#### **PTEC Courses**

- 101 Intro to Property Tax Administration
- 102 Intro to Property Tax Appraisal
- 28 Truth in Taxation \*\*
- 7 Property Tax Law
- 8 Property Tax Assessment and Collections
- 9 Advanced Assessment and Collections

\*\*Course 28 (Truth in Taxation) is required within the first 12 months of taking office for elected/appointed County Tax Assessor-Collectors whose offices collect property taxes.

#### **Elective Courses**

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

(must be different than CTOP)

- 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