



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.

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

*TxDMV Modules are only recorded after all have been completed.

To submit a summary of hours, login to the Talents LMS, go to Profile, then Courses. Click the Download button at the bottom of the page to an Excel spreadsheet.

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** (C101 in the Talents LMS and Module II - Detection and Referral)
- Motor Vehicle Sales Tax & Fee Collection
- Voter Registration & Chapter 19 Funds

** C101 and Module 2 must be reported together if taken after 1/1/2025.