

MEMORANDUM

TO: **Alabama Municipal Revenue Officers**

FROM: Tommy Pow, Program Manager

DATE: June 15, 2010

SUBJECT: **Fall 2010 Certification Training and Maintenance Training Institute for Municipal Revenue Officers
October 6-8, 2010**

Certification Institute Information

The **fall 2010 Certification Training and Certification Maintenance Training Institute for Municipal Revenue Officers and Administrators** will be held Wednesday–Friday, **October 6-8, 2010**, at The University of Alabama’s Paul W. Bryant Conference Center in Tuscaloosa, Alabama.

To register for the Certification Training Institute, you must meet the following admission requirements:

1. Be a municipal revenue officer, business license inspector, finance officer, tax auditor, city clerk or municipal official responsible for the administration and/or enforcement of tax laws of a municipal government within the State of Alabama.
2. Be a member of the Alabama Municipal Revenue Officers Association.
3. Submit an approved Certified Revenue Officers’ application with appropriate documentation. ***If you are not currently enrolled, write or call us for a general information brochure/application form and submit payment of a \$15 application fee payable to The University of Alabama.***
4. Furnish a letter of recommendation from a sponsor (i.e., a fellow revenue officer, a city council member, or the mayor).

Purpose

The purpose of the Alabama Municipal Revenue Officers Certification Program is to improve the professional, administrative, and fiscal skills of participating municipal revenue officers through a series of courses approved by the Municipal Revenue Officers Association. Because of the increasing complexity of municipal revenue administration, this certification program is designed to help municipal revenue officers develop their management skills and abilities and obtain more expertise and status in their profession as they serve their communities.

Who Should Attend

Municipal revenue officers, business license inspectors, license clerks, finance officers, tax auditors, city clerks, or municipal officials responsible for the administration and/or enforcement of tax laws of a municipal government in Alabama.

Program

The certification training program is composed of 120 contact hours of instruction offered over a three-year period. Each year, two training sessions, consisting of two and a half days each, will be offered in the spring and the fall. The program is designed to allow participants to begin training during any session.

General program topics include: roles and functions of revenue officers; general principles and policies of revenue administration; legal issues of revenue administration; and pertinent management and professional development topics.

Faculty

The program will utilize faculty from higher education institutions, senior municipal revenue officers and professionals from agencies and organizations that have expertise in the areas to be discussed.

Candidacy Requirements

To become a candidate for the professional designation of a certified municipal revenue officer, a participant must have successfully completed all educational sessions of the program and have held a position in municipal revenue administration for three years.

Certification and Certification Maintenance

Participants must successfully complete the entire 120 hours of courses to achieve the professional designation of certified municipal revenue officer. Certification maintenance will require completion of 20 hours of approved continuing education programs every two years.

Certification Attendance

Participants are advised to attend all sessions. Only one 2-hour class can be missed for every two 2-1/2 day sessions. Participants who miss more than one class in this time frame will **not** be given credit for attending the Institute.

Schedule

The three-year Institute is divided into six, 2 & ½-day sessions to be held in April and October.

COURSES OFFERED, fall 2010:

- ❖ Audit 102: **Advanced auditing techniques** and where special audit information can be obtained on a business when a municipality is auditing a business for taxes and licenses.
- ❖ Commerce 102: **Advanced discussion of the commerce clause** in interstate commerce and what different requirements are placed on municipalities because of interstate commerce.
- ❖ Enforce 102: **Issuing citations, municipal offense tickets**, and temporary restraining orders issued by revenue personnel to businesses for non-compliance of taxes and/or licenses.
- ❖ Law 102: **Detailed explanation of law books and how** legislative acts, municipal ordinances, and court **rulings are cataloged** so the revenue official is trained in researching this information.
- ❖ License 102: **Advanced business license outline** with emphasis on special licenses; exemptions from either state and/or municipal ordinances and limitations placed on revenue officials.
- ❖ Profiles 102: Reviewing the revenue administrator's role in **dealing with elected officials** and developing basic understanding regarding the fact that taxation is political and is not personal.
- ❖ RevAdmin 102: **Relationship management between municipalities and corresponding counties** with emphasis on measures that develop growth and co-operation between the two governing bodies.
- ❖ Taxes 102: Reviewing **advanced tax structures** and how municipalities incorporate individual taxes or boutique taxes into their taxing plans for their specific cities.

REGISTRATION

REVENUE OFFICERS CERTIFICATION TRAINING INSTITUTE INFORMATION: The registration fee is **\$195.00/person (\$210.00 for new participants)** to attend the entire program. This fee includes cost of instruction, a complete materials package, and refreshment breaks. It does not include hotel accommodations or meals. Please send the enclosed registration form no later than **September 22, 2010**; phone in your registration to (205) 348-3000; or fax completed form to (205) 348-6614, to reserve your slot in the Institute.

If you register and find that you cannot attend, please contact The University of Alabama 10 (ten) working days prior to the program and you will receive a full refund. If you are unable to give the full two-week notice, a \$50.00 administrative fee will be charged against your refund. Refunds cannot be made after a course has begun, however, a substitute participant may be designated in place of a registrant who cannot attend. For cancellations, call (205) 348-3000.

New participants are welcome and encouraged to begin certification training in any session. Successful completion of all certification sessions will fulfill the educational requirements for the professional designation of Certified Municipal Revenue Officer.

REVENUE OFFICERS CERTIFICATION MAINTENANCE INFORMATION: The Board of Directors of the Alabama Municipal Revenue Officer Association (AMROA) has approved attendance at the fall 2010 Certification Training Institute for Municipal Revenue Officers and Administrators to fulfill your certification maintenance requirement.

You will only be required to attend half of the program to meet your maintenance requirement of ten (10) hours. For example, you may attend a full day on the first day and a half-day on the second day. **FOR YOUR INFORMATION, YOU WILL NOT BE REQUIRED TO TAKE THE INSTITUTE EXAMINATION!**

Because you will only attend half of the program, we are offering a prorated registration fee of \$140.00. Please send the enclosed registration form and your check or purchase order by September 22. MasterCard, VISA, Discover, and American Express registrations can be phoned in to (205) 348-3000 or faxed to (205) 348-6614.

If you register and find that you cannot attend, please contact the University of Alabama ten (10) working days prior to the program and you will receive a full refund. If you are unable to give the full two-week notice, a \$40.00 administrative fee will be charged against your refund. Refunds cannot be made after a course has begun, however, a substitute participant may be designated in place of a registrant who cannot attend.

CERTIFIED REVENUE EXAMINERS MAINTENANCE INFORMATION: The Board of Directors of the Alabama Local Tax Institute for Standards and Training (ALTIST) has approved attendance at the fall 2010 Certification Training Institute for Municipal Revenue Officers and Administrators to fulfill part of your certification maintenance requirement.

You will be required to attend the entire program to earn 20 hours towards your maintenance requirement. **FOR YOUR INFORMATION, YOU WILL NOT BE REQUIRED TO TAKE THE INSTITUTE EXAMINATION!**

Because you will need to attend the entire program, the registration fee is \$195.00. Please send the enclosed registration form and your check or purchase order by September 22, 2010. MasterCard, VISA, Discover, and American Express registrations can be phoned in to (205) 348-3000 or faxed to (205) 348-6614.

If you register and find that you cannot attend, please contact The University of Alabama ten (10) working days prior to the program and you will receive a full refund. If you are unable to give the full two-week notice, a \$50 administrative fee will be charged against your refund. Refunds cannot be made after a course has begun, however, a substitute participant may be designated in place of a registrant who cannot attend.

PREVIOUS PARTICIPANTS: PLEASE REMEMBER TO BRING YOUR NOTEBOOKS!

ADDITIONAL INFORMATION: For more information, call Tommy Pow at (205) 348-9066. You may write to him at The University of Alabama, College of Continuing Studies, Box 870388, Tuscaloosa, AL 35487-0388. Fax to his attention at (205) 348-9276, or email: tpow@ccs.ua.edu

HOTEL ACCOMMODATIONS:

Blocks of lodging rooms at special rates are being held for participants at the following facilities:

Hotel Capstone

320 Bryant Drive
Tuscaloosa, AL 35401
Phone: 1-800-477-2262 or (205) 752-3200

Rates: \$112.00 single or double, plus lodging tax

Hampton Inn

600 Harper Lee Drive
Tuscaloosa, AL 35404
Phone: (205) 553-9800

Rates: \$95.00 single or double, plus lodging tax; includes continental breakfast

Please reserve rooms by September 5, 2010

JOHN G. BURTON ENDOWMENT FUND SCHOLARSHIPS

John G. Burton Endowment Fund Scholarships are being offered to Certification Institute applicants. Applicants must be municipal personnel responsible for revenue administration.

Criteria include but are not limited to: financial need; if the applicant will be a first-time participant. Note: participants already enrolled in the program are eligible if they demonstrate strong financial need.

Scholarships in the amount of \$600.00 each are available. Scholarship monies must be used for the Institute registration fee and associated travel costs.

To receive a scholarship application form or additional information regarding the Institute, call Dr. Tommy Pow at (205) 348-9066, email tpow@ccs.ua.edu You may write him at: The University of Alabama, College of Continuing Studies, PD&CS, Box 870388, Tuscaloosa, AL 35487-0388.

