
THE UNIVERSITY OF ALABAMA

MEMORANDUM

TO: Alabama Municipal Revenue Officers

FROM: Amanda Al-Betar, Program Manager

DATE: January 16, 2012

SUBJECT: **Spring 2012 Certification Training and Maintenance Training Institute for Municipal Revenue Officers – April 4-6, 2012**

CERTIFICATION INSTITUTE INFORMATION

The spring 2012 Certification Training and Certification Maintenance Training Institute for Municipal Revenue Officers and Administrators will be held Wednesday–Friday, April 4-6, 2012, 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 CERTIFICATE 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 – SPRING 2012

Audit 301 – Full in depth analysis of the taxpayer’s bill of rights, as it pertains to taxes and how it affects auditing of businesses in the municipality under the tax simplification act

Commerce 301 – Reviewing the issues of mail order sales, catalog sales, and internet sales as they affect how municipalities collect sales taxes and business licenses now and in the future

Enforce 301 – How assessments and assessment letters are handled for the purposes of gaining full compliance by businesses for taxes, licenses, or audits

Law 301 – Outline of the attorney general’s office and duties plus how attorney general opinions are developed and what affect they have on revenue collections of taxes and licenses

License 301 – Full in depth analysis of the licensee’s bill of rights as it pertains to licenses and how it affects auditing of businesses in the municipality under the business license reform act

Profiles 301 – Advanced customer service techniques for all revenue administrators with emphasis on long range solutions to goals meeting the needs of both the public and the city administration

RevAdmin 301 – The role of tax and license collection in the overall structure of the individual municipality and ways the department can grow both horizontally and vertically

Taxes 301 – Understanding reciprocity as it applies to collection of taxes between municipalities and a fundamental understanding of what the act of the legislature means and how to apply it to everyday collections

REGISTRATION

The registration fee is **\$225.00**/person (\$240.00 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 April 1, 2012; 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 \$55.00 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.

CERTIFICATION MAINTENANCE INFORMATION

The Board of Directors of the Alabama Municipal Revenue Officer Association (AMROA) has approved attendance at the Spring 2012 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 **\$165.00**. Please send the enclosed registration form and your check or purchase order by September 21. 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 Spring 2012 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 **\$225.00**. Please send the enclosed registration form and your check or purchase order by September 21, 2011. 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 \$55 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 Amanda Al-Betar at (205) 348-9966. You may write to her at The University of Alabama, College of Continuing Studies, Box 870388, Tuscaloosa, AL 35487-0388. Fax to her attention at (205) 348-9276, or email: aalbetar@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	Hampton Inn 600 Harper Lee Drive Tuscaloosa, AL 35404 Phone: (205) 553-9800
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Please reserve rooms by March 4, 2012

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 \$225.00 each are available. Scholarship monies must be used for the Institute registration fee.

To receive a scholarship application form or additional information regarding the Institute, call Amanda Al-Betar at (205) 348-9966, email aalbetar@ccs.ua.edu You may write her at: The University of Alabama, College of Continuing Studies, PD&CS, Box 870388, Tuscaloosa, AL 35487-0388.



Municipal Revenue Officers Certification & Maintenance Training Institute
April 4-6, 2012
Bryant Conference Center
Tuscaloosa, Alabama

One registrant per panel; for multiple registrations, please duplicate this form.

Mr. Mrs. Ms.

 Name First Last M. I.

 Preference on Nametag

 Company/Organization Name Company Phone/Company Fax

 Personal Business Phone Personal Business Fax

 E-mail address Job Title

 Firm/Organization/Size Approving Manager

 Confirmation Mailing Address

 City State ZIP

 Billing Mailing Address Attn:

 Address

 City State ZIP

Method of Fee Payment

Enclosed is a check in the total amount of \$_____ made payable to:
The University of Alabama.

Charge fee \$_____ to my personal business credit card:
 MasterCard Visa Discover American Express

Card # _____ Exp. Date _____

Authorizing Signature _____

Please register by March 20, 2012

Please enroll me in the following:

Revenue Officers

\$225/person to attend the entire Revenue Officers Certification & Maintenance (20 hours) Session #07-347-12:1

\$240/person to attend the entire Revenue Officers Certification & Maintenance Institute (20 hours) (includes application fee for **NEW** participant) Session #07-347-12:1

\$165/person Revenue Officers Maintenance (10 hours) Session #07-247-12:2

Revenue Examiners

\$225/ person Revenue Examiners Maintenance (20 hours) Session #07-347-12:3

NOTE: above registration fees do not include lodging or travel expenses.

Continuing Education Unit Credit:

CEU Certificate (optional) @ \$10 each

Note: The University of Alabama is committed to complying with the Americans with Disabilities Act. Please make your request for accommodation at least 30 calendar days prior to program date here:

THREE CONVENIENT WAYS TO REGISTER

Mail form and fee to:
 Registration Services
 College of Continuing Studies
 The University of Alabama
 Box 870388
 Tuscaloosa, AL 35487-0388

Phone in registration to:
 (205) 348-3000

Fax registration form to:
 (205) 348-6614