



## Continuing Education Requirements North Carolina Tax Collectors' Association

### Continuing education requirements

1. A certified tax collector must accumulate a total of **ten** hours of continuing education credits annually to retain the certification. A certified deputy or assistant tax collector must accumulate a total of **five** hours of continuing education credits annually to retain the certification. **A maximum of ten hours of continuing education credit may be carried forward from one year to the next and be used for credit in the succeeding year. The certification year runs from April 1 – March 31 each year with C.E. forms due no later than June 1.**
  
2. Continuing education credits may be accumulated as follows:

Attendance at the annual conference of: NCTCA Spring Conference NCAAO Fall Conference NCABLO Conference IAAO Annual Conference	10 hours
Attendance at district meetings of tax officials	1.25 hours
Attendance at the annual Department of Revenue/School of Government tax legislation update seminar	Actual number of hours of instruction up to a maximum of 4 hours
Completion of one or more on-line tax training seminars created by the School of Government, NCDOR or IAAO	Actual number of hours of instruction up to a maximum of 6 total hours
Completion of any required or elective courses listed in the Certification Requirements document	Actual number of hours of instruction

Certified tax collectors, deputies and assistants must annually submit proof of their continuing education on the prescribed form. This form can be mailed or emailed to the Executive Secretary and is due no later than June 1 each year. The Executive Secretary will then forward the continuing education forms to the Certification Committee Chair by July 1 each year for review, processing and any required follow-up with certified members.

**Mail or email continuing education forms to:   goddard920@gmail.com**

Pat Goddard  
Executive Secretary, NCTCA  
65 Glen Road, Box 246  
Garner, NC 27529

### **Recertification**

In the event a person fails to meet the continuing education requirements in any year, their certification shall be withdrawn. The Committee may recertify someone who completes the recertification requirement. Recertification requires ten (10) hours of continuing education credits for each year certification was withdrawn including the current year.