



**To: NCTCA Certified Tax Collectors, Deputies and Assistants**

**From: Carolyn Sands Boggs**

**Date: April 1, 2017**

**Subject: 2017 Continuing Education requirements**

The rules regarding certification of tax collectors, assistants and deputies, require that each certified collector accumulate a minimum of 10 hours of continuing education credits each year to maintain the certification. Under the revised certification rules adopted by the NCTCA on April 6, 1990, certified assistant and deputy tax collectors are required to accumulate 5 hours of continuing education credits each year. **A maximum of 10 hours of continuing education credit may be carried forward from one year to the next and be used to meet the requirements in the next succeeding year. The certification year runs from April 1 to March 31.**

Please state the number of continuing education credits that you obtained from **April 1, 2016 to March 31, 2017**, and the events you attended to obtain them and return the completed statement **on or before June 1, 2017**. Mail completed forms to the address at the bottom of this page.

**Continuing education credits may be obtained by attending the following events:**

Attendance at the annual conference of: NCTCA Spring Conference NCAAO Fall 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, NC DOR or IAAO	Actual number of hours of instruction up to a maximum of 6 total hours
Completion of any required or elective courses as provided in Part C	Actual number of hours of instruction
SOG Fundamentals of Property Tax Collection	21 hours
SOG Property Tax Listing and Assessing in NC	30 hours

If you intend to count district meetings of tax officials, required or elective courses for continuing education credits, please furnish the following information about each event:

- Date and place of event
- Subjects covered
- Hours of instruction

**Mail to: Pat Goddard**  
**Executive Secretary, NCTCA**  
**65 Glen Road, Box 246**  
**Garner, NC 27529**