

Schedule for 2010 - 2011

Course I

Overview of County Revenue

February 10 – 12, 2010

Shelby County Community Service Building

\$195.00

Elective

Business Licensing in Local Governments

April 7 – 9, 2010

Shelby County Community Service Building

\$195.00

Elective

How To Safely Perform Revenue Field Work

July 14 – 16, 2010

Shelby County Community Service Building

\$195.00

Course II

Legal Considerations of Local Revenue

February 9 - 11, 2011

Shelby County Community Service Building

\$195.00

Course III

Enforcement of Licenses and Taxes

April 6 - 8, 2011

Shelby County Community Service Building

\$195.00

Elective

Local Tax Options

July 13 – 15, 2011

Shelby County Community Service Building

\$195.00



JACKSONVILLE STATE UNIVERSITY

OFFICE OF CONTINUING EDUCATION

100 GAMECOCK DRIVE

ANNISTON, AL 36205

171-09 University Publications 9/09

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The UNIVERSITY EDUCATION & CERTIFICATION PROGRAM

2010-2011

provided by:

THE County Revenue Officers
Association of Alabama

CROAA

Continuing
EDUCATION
Jacksonville State University

CROAA EDUCATION & CERTIFICATION PROGRAM

The Certification Program consists of three core courses and two electives. Courses shall be 20 hours in length with information given on the first two days and a test on the third day. Participants must attend the entire course and make a passing grade on the test to satisfy certification requirements. Only courses listed within this brochure will count toward certification. Certified individuals must have 20 hours of continuing education within two years to maintain this certification. Continuing education hours may be obtained from attending courses within this program, from CRE courses, or from attending the annual ACCA convention.

CROAA MISSION

- To promote a network for revenue officers to exchange ideas and information.
- To provide a high-quality education program that addresses the technical aspects specific to the administration of county revenue collection and enforcement.

CORE COURSES

Course I Overview of County Revenue

This course contains information on business licensing, taxation options, enforcement concepts, auditing concepts and legal framework of local revenue and ethics.

Course II Legal Considerations of Local Revenue

This course contains topics such as the Taxpayers' Bill of Rights, federal and state laws affecting levy and collection of revenues, constitutional issues, the Alabama Legislative Process and legal research principles.

Course III Enforcement of Licenses and Taxes

This course contains information on identification of non-compliant taxpayers, enforcement procedures, and confidentiality.

ELECTIVES

How to Safely Perform Revenue Field Work

This course provides information regarding best practices when involved with potentially hazardous field work.

Business Licensing in Local Governments

This course includes information about business licenses and the laws in relation to those licenses. It examines more closely Alabama's laws authorizing and governing business licensing in Alabama.

Local Tax Options

This course discusses the tax structure for the State of Alabama, concerning both the well known taxes as well as other taxes that are not seen as frequently, but are also part of the tax structure of Alabama.

NOTE:

New electives will be developed as the program progresses. Notification will be sent to participants in the program when new electives are approved by the CROAA Education Committee. Courses from other programs will not be counted as electives for the CROAA Certification requirement unless approved by the Education Committee. For more information or suggestions regarding electives contact Belinda Blackburn at (256) 782-5956, or Jennifer Swafford at (256) 782-5919.

Failure to attend a course does not constitute withdrawal. The program administrator must be notified directly. If withdrawal is made by the registrant at least five working days prior to the course's beginning, a complete refund will be made. Refunds will not be made available after this time, unless there are unusual circumstances involved.

REGISTRATION FORM

Please select the course(s) for which you want to register.

Core Courses:

- Overview of County Revenue
 Legal Considerations of Local Revenue
 Enforcement of Licenses and Taxes

Electives:

- Business Licensing in Local Governments
 How to Safely Perform Revenue Field Work
 Local Tax Options

Name _____

Address _____

City/State/Zip _____

Day Phone _____

Cell _____ Birth Date _____

Email _____

Purchase Order No. _____

MC _____ Visa _____ Discover _____

Number Exp _____

To register or for more information, visit our website at www.coned.jsu.edu or contact us: (256) 782-5918 or toll-free (800) 634-7199.

Mail to:
Jacksonville State University
Office of Continuing Education
100 Gamecock Drive
Anniston, AL 36205

or Fax to: 256-782-5983

