



September 8, 2022

TO: Tax Assessors/Collectors and Tax Collectors

FROM: Terence Norwood, Extension Instructor

SUBJECT: 2022-2023 Collector of Revenue Courses

The education year, as established by the Mississippi Tax Collector Education & Certification Advisory Board, runs from October 1, 2022, through September 30, 2023. Enclosed in this packet are details regarding the upcoming courses.

Registration

We will email reminders and registration information for courses. Participants must register online for each course. If you provide a valid email address, you should receive confirmation that your registration has been received. Be sure to check your spam folder. All registration forms can be accessed by visiting www.gcd.msstate.edu and clicking "Register for Events". **Scores will not be issued until payment has been received.** Classes may be canceled if fewer than twenty (20) individuals register for a particular location. **Mail all payments to the Center for Government & Community Development Box 9643 Mississippi State, MS 39762 Attn: Tax Collector Education.** **Please do not bring payment to class.** Should you have any questions please send an email to: terence.norwood@msstate.edu. **Pay very close attention to registration deadlines.**

Course Location Information

Biloxi

South Beach Biloxi Hotel
1735 Beach Blvd
Biloxi, MS 39531
228-388-2627

Oxford

Oxford Conference Center
102 Ed Perry Blvd
Oxford, MS 38655
662-232-2367

Flowood

Table 100
100 Ridge Way
Flowood, MS 39042
601-420-4202

Mississippi State University Extension Service

Box 9643 • Mississippi State, MS 39762-9643 • (662) 325-3141 • Fax (662) 325-8954 • gcd@ext.msstate.edu

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Collector of Revenue I

The Collector of Revenue I (CR 1) is the most basic of certification levels to be offered in the program. This level reflects the minimum knowledge needed for effective performance as a tax collector. **The cost per student is \$350. The registration deadline is Monday, March 3, 2023.**

Date	Facility	Location
March 6-10, 2023	South Beach Hotel	Biloxi, MS
April 17-21, 2023	Oxford Conference Center	Oxford, MS
May 8-12, 2023	Table 100	Flowood, MS

Collector of Revenue II

The Collector of Revenue II (CR 2) is the next level of certification beyond CR 1 and reflects substantial knowledge of the duties of a tax collector. Any person desiring to take the CR 2 exam must first be certified as a CR 1. **The cost per student is \$350. The registration deadline is Monday, October 3, 2022.**

Date	Facility	Location
October 17-21, 2022	Table 100	Flowood, MS
October 24-28, 2022	South Beach Hotel	Biloxi, MS
November 7-11, 2022	Oxford Conference Center	Oxford, MS

Participants that fail the Collector of Revenue I or Collector of Revenue II exam will be allowed to retest once during the 2021-2022 education year. If a participant fails an exam retake, the participant may retake the course the next year. **The cost to retake the Collector of Revenue I or II courses is \$350. There is currently no fee for an exam retake.** To schedule an exam retake, please contact Terence Norwood at terence.norwood@msstate.edu.

Mississippi Collector of Revenue

The Mississippi Collector of Revenue (MCR) designation is the highest level of certification obtained through successful completion of IAAO Course 400 Assessment Administration or IAAO Course 402 Tax Policy in addition to CR1 and CR 2. After successful completion of either course, candidates must complete a comprehensive exam and have a minimum of 3 years of experience in tax collection. The cost to attend IAAO 400 is \$550. The MCR Exam is an additional \$50.

Date	Facility	Location
February 13-17, 2023	IAAO Course 400 Assessment Administration Table 100	Flowood, MS Instructor: Mitzi Presley Register by January 16, 2023
June 13, 2023	MCR Comprehensive Exam	MSU Central R&E-Raymond Register by May 6, 2023
June 27, 2023	MCR Comprehensive Exam-Retake	MSU Central R&E-Raymond

MCR Comprehensive Exam

The MCR Comprehensive Exam will be divided into two parts.

Part A (Morning Session) will consist of five (5) Case Study Problems. Examinees will be given five (5) case studies and be required to answer multiple questions regarding each case.

Part B (Afternoon Session) will consist of 100 questions that will include but are not limited to, multiple choice, fill-in-the-blank, etc.

- a. 20% Law, Statutes, and Ad Valorem Taxation Concepts
- b. 35% Motor Vehicle Licensing
- c. 35% Titles
- d. 10% Sales and Use Taxes

MCR Exam Re-Take Policy

If a participant fails the MCR Comprehensive Exam, he or she will be allowed to re-test once during the current Education year with the option to only re-take the part that was failed (Part A or Part B). The participant will have this opportunity until the end of the next education year. After the end of the next education year, the participant will be required to take Part A and Part B.

General Information

“The Green Book: The Manual of the Mississippi Tax Collectors Education and Certification Program” provides detailed information regarding the program. Please refer to the 3rd edition released in 2018.

Collector of Revenue I & II- The check-in period for each class begins Monday at Noon. Participants will sign in and pick up course materials. The entire process takes less than 10 minutes. On Monday, the class starts at 1:00 p.m. The start and end times for the remaining days will be determined by the course instructors and facilitator.

IAAO Course 400 or 402-The check-in period for IAAO courses is from 8:00 a.m. until 8:30 a.m. on Monday. The schedule for the rest of the week will be determined by the course instructor and facilitator.

Only one certification level may be obtained in an education year.

What Should I Bring to Collector of Revenue Class?

Participants should bring pencils and a calculator for class. Cell phones are not allowed to be used as calculators. Also, we are unable to control the temperature at many of our locations. **BRING A JACKET!!!!**

Important Announcements

- The curriculum has been updated for Collector of Revenue I & II for the 2022-2023 Education Year. The schedule below details changes.

- Continuing Education will be held in 2023. More Information will be shared in the Spring 2023 Update Letter. The cost is \$30.

Hotel Information

We have blocked approximately 10 rooms for Collector of Revenue Courses held at the South Beach Hotel. We do not have a hotel block for other locations. When booking hotels in Oxford and Flowood, be sure to request the government rate. Below are a few suggestions for hotels.

Flowood

- A. TownePlace Suites by Marriott Jackson/Airport
160 E Metro Parkway
Flowood, MS 39232
(601-882-9800)
- B. Hilton Garden Inn Jackson/Flowood
118 Laurel Park Cove
Flowood, MS 39232
(601-487-0800)
- C. Holiday Inn Express & Suites Jackson/Flowood
112 Ridge Way
Flowood, MS 39232
(601-992-773)

Oxford

- D. Hampton Inn Oxford Conference Center
103 Ed Perry Blvd
Oxford, MS 38655
(662-234-5565)
- E. TownePlace Suites by Marriott
102 Ed Perry Blvd
Oxford, MS 38655
(662-238-3522)
- F. Tru By Hilton
97 Ed Perry Blvd
Oxford, MS 38655
(662-380-5888)

Tentative Collector of Revenue I Schedule-Updated (Subject to Change)

Monday – Registration 12:30 pm – 1:00 pm (Please do not arrive before Noon)

Monday- Session I 1:00 pm – 5:00 pm

- o Real Colors
- o Public Relations
- o Intergovernmental Relations

Tuesday- Session II 9:00 am-5:00 pm

- o Introduction to Ad Valorem Tax
- o Internal Control
- o Local Privilege License
- o Real, Personal, Mobile Home Collection
- o Tax Sales (Real, PP, MH)
- o Solid Waste Collection
- o Review

Wednesday-Session III 9:00 am-5:00 pm

- o Sales & Use Taxes
- o Sales & Use Taxes Review
- o Introduction to Titles

Thursday-Session IV 9:00 am-5:00 pm

- o Titles Part 2
 - o Salvage
 - o Bonds
 - o Abandonment
 - o Mobile Homes
- o Introduction to Motor Vehicle Registration
- o Tools & Tips for MARVIN Transactions
- o Tags and Titles Review

Friday-Session V 9:00 am-11:00 am

o Exam

The test will be split into two sections. Session I & II Test and Session III, IV, and V Test. Each test will be 25 multiple choice questions. A combined score of 70% is required to pass. Two hours will be allowed for completion.

Tentative Collector of Revenue II Schedule-Updated (Subject to Change):

Monday – Registration 12:30 pm – 1:00 pm (Please do not arrive before Noon)

Monday- Session I 1:00 pm – 5:00 pm

- Tax Collector Accounting 101
- Advanced Ad Valorem

Tuesday- Session II 9:00 am-5:00 pm

- Advanced Ad Valorem-Continued
- Advanced Land Sale Training
- Land Sale Practical Procedures
- Personal Property and Mobile Home Collections
- Preparing for a County Audit-OSA Perspective
- Review of Session I & II

Wednesday-Session III 9:00 am-5:00 pm

- Preparing for a County Audit-County Perspective
- Practical Procedures in County Bookkeeping
- Titles Review
- Advanced Motor Vehicle Registration
- Review of Session III

Thursday-Session IV Continued 9:00 am -5:00 pm

- Registration Calculations
- Heavy Trucks
- Advanced Marvin Tools & Tips
- Review of Session IV

Friday-Session V 9:00 am-11:00 pm

- Exam

Each test will be 25 multiple choice questions allowing two (2) hours for completion. A combined score of 70% is required to pass.