



July 28, 2023

TO: Tax Assessors/Collectors and Tax Collectors
FROM: Jason Camp, Extension Specialist

SUBJECT: 2023-2024 Collector of Revenue Courses

The education year, as established by the Mississippi Tax Collector Education & Certification Advisory Board, runs from October 1, 2023, through September 30, 2024. 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: jason.camp@msstate.edu . **Pay very close attention to registration deadlines.**

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. **Please use the dates below for early planning purposes. Dates & Locations are subject to change. The cost per student is \$350.**

Registration for Collector I will not open until January 2024.

Date	Location
March 25-29, 2024	Starkville, MS
April 22-26, 2024	Raymond, MS
May 6-10, 2024	Biloxi, 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 September 15, 2023.

Date	Facility	Location
October 2-6, 2023	Bost Conference Center 190 Bost Drive Mississippi State, MS 39762	Starkville, MS
October 16-20, 2023	South Beach Hotel 1735 Beach Blvd Biloxi, MS 39531 228-388-2627	Biloxi, MS
October 23-27, 2023	Central Mississippi Research & Extension Center 1320 7 Springs Rd Raymond, MS 39154	Raymond, MS

Participants that fail the Collector of Revenue I or Collector of Revenue II exam will be allowed to retest once during the 2023-2024 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 Jason Camp at Jason.Camp@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 \$650. The MCR Exam is an additional \$50.

Date	Facility	Location
November 27- December 1, 2023	IAAO Course 400 Assessment Administration Bost Conference Center 190 Bost Drive Mississippi State, MS 39762	Instructor: Mitzi Presley Register by November 3, 2023
May 3, 2024	MCR Review Session	Virtual
May 30, 2024	MCR Comprehensive Exam	MSU Central R&E-Raymond 1320 7 Springs Rd Raymond, MS 39154 Register by April 26, 2024
June 13, 2024	MCR Comprehensive Exam- Retake	MSU Central R&E-Raymond 1320 7 Springs Rd Raymond, MS 39154

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

Mississippi State University Extension Service

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

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.



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!!!!**

Hotel Information

We have blocked approximately 10 rooms for Collector of Revenue Courses held at the South Beach Hotel. The IAAO 400 Course has a room block at \$129. Booking information will be sent after registering for the course. We do not set up blocks for the other locations. When booking hotels, be sure to request the government rate.

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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. Each test will be 25 multiple choice questions. A combined score of 70% is required to pass. Two hours will be allowed for completion.

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**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 am

- Exam

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

If you have any questions please feel free to contact me at (662) 325-3141 or e-mail Jason.Camp@msstate.edu

Sincerely,

Jason Camp

Extension Specialist

Center for Government & Community Development

Mississippi State University Extension Service

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