

Registration and Qualification Exam Instructions

1. You must register as a Tax Collector with the Pennsylvania Department of Community and Economic Development (DCED)

- a. To register, please go to: <https://apps.dced.pa.gov/local-government-services/TaxCollectorInfo.aspx>
- b. Click on *Tax Collector Registration*
- c. It will ask you for an access code. The access code is: A\$tps3B4
- d. Fill out the required information and submit. Your assigned Tax Collector ID# will be displayed on the webpage, and you will also receive an email containing your Tax Collector ID#. (Please make sure you keep a record of your Tax Collector ID#, as you will need it to access your profile and to report your continuing education credits.)

2. Read through DCED's *Tax Collector's Manual*

<https://dced.pa.gov/download/tax-collectors-manual/?wpdmdl=56412>

3. To become a Qualified Tax Collector, you must pass the Tax Collector Basic Qualification Exam

- a. You may take the class and exam at <https://www.patrainingshub.org/>
- b. You will first have to register for the site
- c. Once you are registered, scroll over the *Training Information* tab at top of the page and click on *Act 48 Municipal Tax Collector*
- d. Then click on *Act 48 Tax Collector Qualification Exam*
- e. You will need to add the exam to your cart and pay for the exam (This may be a reimbursable expense, but you will need to work this out with your municipality)
- f. Once you have completed the course, print off 2 copies of your certificate- keep one for your records and provide one to the secretary/clerk of your municipality.

4. Other Resources

- a. Pennsylvania State Tax Collector Association: <http://www.pstca.org/>
- b. Several counties throughout the state also have county tax collector associations
- c. Local Tax Collection Law:
<https://www.legis.state.pa.us/WU01/LI/LI/US/PDF/1945/0/0394..PDF>
- d. Appointment of a Deputy Tax Collector Form:
<https://dced.pa.gov/download/appointment-of-a-deputy-tax-collector-form-dced-clgs-05b/?wpdmdl=56747>
- e. Tax Collector's Monthly Reporting Form With Formulas And Instructions:
<https://dced.pa.gov/download/pa-tax-form-with-formulas-with-instructions/>

5. Continuing Education Credits: Act 48 2015 (For Elected Tax Collector Only)

Elected Tax Collector are legislatively required to report two credits of continuing education to DCED within the first 3 years of an election cycle.

Continuing Education Credit Reporting

Report your continuing education credits at the following website:

<https://apps.dced.pa.gov/local-government-services/TaxCollectorInfo.aspx>

Click *Tax Collector Continuing Education Reporting* and enter your tax collector ID#.

Under the *Select Continuing Education Course Information* section, you may select the course you attended from the dropdown. This will automatically insert the *Course Subject Area, Course Length, and Course Date*.

If you do not see the course you attended, you may choose one of the “Other” options listed at the top of the dropdown. Choose the corresponding course subject area, and then provide the following information:

1. Course Length (Every 60 minutes is equal to 1 continuing education credit).
2. Course Date (The system will not allow you to choose a date from a previous year. However, since we are allowing Tax Collectors to report these hours, please choose a date in 2023).
Moving forward all tax collectors will have to self-report continuing education credit hours in the year they take the course.

Once all course information is entered, click *Submit*.

At the bottom of the page is a link to your *Qualified Tax Collector* certificate that you may print for your records. A copy of this certificate will be emailed to the Secretary/Clerk of your municipality, as required by the legislation.

For assistance contact:

**The Governor’s Center
for Local Government Services
Phone: 888.223.6837
Email: RA-munistats@pa.gov**