



PA STATE TAX COLLECTORS' ASSOCIATION
P.O. Box 528
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CERTIFIED PENNSYLVANIA TAX COLLECTOR PROGRAM

C.P.T.C.

Training and Continuing Education

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A. Introduction

The Pennsylvania State Tax Collectors' Association (PSTCA) exists to further tax collectors in Pennsylvania, in part, by establishing and implementing a continuing education program that promotes compliance with state laws and efficient and effective municipal tax collections.

The Certified Pennsylvania Tax Collector (CPTC) program is designed to support uniformity in practices and applications of statutory procedures through education and training where real estate tax collectors who have earned the CPTC designation are recognized as experts in their fields.

The CPTC continuing education enrichment program is established and administered by the PSTCA.

B. Education & Certification of Tax Collectors

1. In 2015 legislation was passed amending Act 164, 2014, requiring that all Tax Collectors maintain a "QUALIFIED" Tax Collector designation, and creating a voluntary continuing education program for collectors who desire to achieve CERTIFIED Pennsylvania Tax Collector (CPTC) status.
2. Qualified Tax Collector status **must** be maintained by obtaining 2 continuing education credits by the third (3rd) year of each term. The Qualified Tax Collector program is administered by the Department of Economic Development (DCED) and credits obtained towards this designation must be submitted to them. [Governor's Center for Local Government Services](#)
3. Tax collectors in Pennsylvania may choose to become a CERTIFIED Pennsylvania Tax Collector (CPTC) under an optional enrichment program administered by the PA State Tax Collectors' Association (PSTCA).

C. Basic Requirements

1. To achieve CPTC status, individuals must have taken the Tax Collector basic qualification class and (successfully passed the) examination*.
* an individual who is grandfathered under Act 48, 2015 is also grandfathered for the purposes of this requirement.

D. CPTC Designation

1. CPTC designation is not the same as a "Qualified" tax collector designation, as established under Act 48. The "Qualified" tax collector program is administered by the Department of Community and Economic Development (DCED). The requirements and guidelines established under the "Qualified" tax collector program are not related to the requirements and guidelines established by the PSTCA for the CPTC designation.
2. Only those individuals who satisfy the Basic Requirements and maintain 6 continuing education enrichment credits annually may utilize the designation of Certified Pennsylvania Tax Collector (CPTC).
3. Individuals who successfully complete the required continuing education enrichment credits will receive a certificate from the PSTCA recognizing the CPTC designation for the applicable year.

E. Maintaining CPTC Status

1. 6 continuing education enrichment credits will be required each calendar year, in order to maintain CPTC status.
2. Any individual that allows their CPTC status to lapse by not completing the necessary continuing education requirements may become eligible the following year by obtaining 6 continuing education credits.
 - If an individual has not obtained 6 continuing education credits and adequately reported such to the PSTCA by December 31, he/she shall not be considered a Certified Pennsylvania Tax Collector and shall not be entitled to utilize the CPTC designation.

F. Continuing Education Enrichment Classes

1. Continuing education enrichment credits can be obtained by satisfactorily completing the following requirements.
 2. One hour of CPTC continuing education enrichment credit will be allowed for fifty (50) minutes of instruction.
 - **1 credit** awarded each year to a collector who joins the PSTCA
 - **1 credit** awarded each year to a collector who joins and regularly attends their locally organized County or regional tax collector association meetings (attendance of 50% or more).*
 - a. The meeting must include an educational component
 1. Educational component shall apply to tax offices
 - b. The local or regional association must be a PSTCA recognized tax collector association
 - c. proof of regular attendance must be submitted to the CPTC education committee by the relevant Association's President
- * The PSTCA recognizes the varied meeting schedule of local tax collector associations across the state. The intent of this credit option is to encourage collectors to meet locally to discuss issues of importance, to learn about modern processes regionally, and to create a network of collectors for the dissemination of information. At least 2 separate meetings of at least 1 hour should be held.
- At least **3 credits** of continuing education credit shall be obtained in the following categories:
 - **Law and Ethics**, to include (but not limited to):

- a. Statutes related to the imposition and collection of taxes such as:
 - 1. Real Estate Tax Sale Law (RETSL)
 - 2. Local Tax Enabling Act (LTEA)
 - 3. Rules of Civil Procedure
 - 4. Right To Know Law (RTKL)
 - 5. Assessment Laws or
 - 6. Court decisions affecting the imposition and collection of taxes
 - 7. County, School District and Municipal Codes
 - 8. Bankruptcy
 - 9. Ethics
 - o **Tax Office Administration and Management**, to include (but not limited to):
 - a. Auditing
 - b. Computerization
 - c. Accounting
 - d. Procedures for collecting taxes
 - e. Constituent Services
 - f. Public relations
 - g. Assessment
 - h. Organizational & Office Management
 - i. Banking
 - j. Best practices in tax collection
- 3. Enrichment classes available for continuing education credit may be provided by, but are not limited to, local tax collector meetings, Northeast Regional Tax Collectors and Treasurers Association convention, Government Finance Officers Association, Pennsylvania Institute of Certified Public Accountants, Association of Government Accountants.
 - a. Coursework, fulfilling all requirement categories, will be offered every year at the PSTCA annual convention.
 - b. Any coursework not sponsored by the PSTCA must be pre-approved by the PSTCA.

G. Procedures for The Proper Recording of Continuing Education Enrichment Credits

- 1. Individuals must collect, maintain and submit proof of satisfactory completion for each continuing education enrichment credit they have acquired. If credit is instructed or authorized by the PSTCA, submission of proof is not required.

2. Course pre-approval is not necessary for topics listed in the Continuing Education/Enrichment Classes section (F). Adherence to the requirements outlined in the *Continuing Education/Enrichment Classes* section (F) of this booklet is mandatory. Coursework may be disapproved; if an individual has a doubt about applicability, they must seek pre-approval by submitting course syllabus to the PSTCA CPTC administrator.
 - a. Course syllabus must include: workshop content, number of credits sought and instructor
3. All courses, whether instructed or authorized by the PSTCA, included in Section F or others, must be assigned a workshop ID number by the PSTCA.
3. Proof of satisfactory completion must be obtained for each credit (appendix I)
4. A sponsoring organization must complete and submit a sign-in sheet for each continuing education enrichment credit. This sheet must be signed by each individual in attendance who wishes to obtain continuing education enrichment credit. (appendix II)

APPENDIX I

C.P.T.C. CERTIFICATE OF ATTENDANCE

NAME: (please type or **PRINT** how it should appear on certificate)

Complete address certificate should be mailed to:

Municipality (you currently collect for): _____

EMAIL: _____

Please check here if certificate can be sent via email: _____ (by checking here your CPTC certificate will be sent by email **ONLY**. It will **NOT** be mailed to you).

CLASS TITLE and WORKSHOP ID:

_____ DATE OF CLASS: _____

LOCATION OF CLASS: _____

INSTRUCTOR NAME: _____

By signing below, I, the INSTRUCTOR/SPONSOR, hereby attest that the above named has attended the course listed above and seeks one (1) CPTC continuing education enrichment credit in accordance with the prescribed Certified Pennsylvania Tax Collector Training and Continuing Education Program guidelines.

I / we understand that false or misleading statements on my / our part on this affidavit or otherwise will disqualify the applicant from consideration for PQMC designation in the future.

SIGNATURE OF INSTRUCTOR OR SPONSOR: _____ Date signed: _____

PLEASE RETURN TO (this form must be submitted before December 31)
PSTCA

Continuing Education Enrichment Credit Sign-In Sheet

Course Name:	Course Date:
Location:	Contact Name:
	Contact email:
Instructor/Sponsor:	Contact Tele #:
credits applicable to which category:	length of course:

[illegible]

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Appendix III

CPTC Education Committee

A five-member committee comprised of PSTCA Board members, establishes the courses, selects and trains course instructors, and administers examinations sponsored by the PSTCA. This committee is also responsible for promulgating the new regulations and determining applicability for course content.

CPTC Committee Members:

PSTCA President, **Chair**
PSTCA Vice President East
PSTCA Vice President West
PSTCA Convention Chair
PSTCA Secretary

Members are appointed by the PSTCA President.

Purpose: To plan the CPTC (Certified Pennsylvania Tax Collector) course program for tax collectors, in cooperation with the PSTCA Board of Directors, to establish and implement continuing education requirements.

Meetings: As needed, generally 1 time per year, in October at annual PSTCA convention