

# **RHODE ISLAND TAX COLLECTOR'S ASSOCIATION**

## **TITLE 44 TAXATION** **CERTIFICATION REQUIREMENTS**

Tax collectors in Rhode Island may choose to become certified under the RIGL Chapter 44-5-83, administered by the RITCA Certification Board, appointed by RITCA and approved by the RI Department of Revenue.

The Certification Board which consists of no less than three members comprised of certified tax collectors and deputy tax collectors, establish the study guide, and administer the examination.

Upon passage of the exam and confirmation from the Certification Board that all requirements have been met, a member shall be awarded the designation of Rhode Island Certified Tax Collector (RICTC).

**CERTIFICATION REQUIREMENTS**  
**Chapter 44-5-83**

Requirements for Certification by the Rhode Island Tax Collector's Association

**A. Eligibility for Certification**

Needs one (1) years tax experience

**B. Certification Board**

Presently appointed by Executive Board, subsequently elect

**C. Educational Requirements for Certification**

Study Guide provided by Education Board

**D. Comprehensive Test**

Test approved by Certification Board

**E. Applications and Records**

Maintain by Executive Secretary

**F. Evidence of Certification**

Certification

**G. Lifetime Certification**

Any retired Certified Tax Collector is entitled to that honor.

**Requirements for Certification by the  
Rhode Island Tax Collectors' Association  
RIGL 44-5-83**

**A. Eligibility for Certification**

1. The certification program shall be available to Public Revenue and Collection Officials. These Officials must meet the requirements as set forth by the Executive Board, once Certification Board is appointed this will be delegated. Deputy Tax Collectors must either be appointed by the governing body or function as senior officials in the tax office who carry duties substantially similar to Deputy Tax Collectors appointed. Other support staff may earn certification as an Assistant.
2. To be certified, the person applying for certification must have served in the tax collection position for which certification is sought for at least one year.
3. An application for certification as a Public Revenue and Collection Official must be signed by the supervisor for the taxing unit in which the applicant is employed. By signing the application, the supervisor is verifying that, to the best of his or her knowledge, the applicant is eligible for certification in the position for which certification is sought.
4. The person applying for certification must have completed certain educational requirements as provided in Part C and passed the certification written test.
5. Once certified, a person must complete certain annual continuing education requirements as provided in Part D in order to maintain the certification.
6. The applicant must be a member in good standing of the RITCA, with no outstanding dues owed to the RITCA. Once certified, the applicant must remain a member of the RITCA.

**B. Certification Board**

1. The president of the Rhode Island Tax Collectors' Association shall appoint a Certification Board of no less than three members. The board shall consist of Public Revenue and Collection Officials, and the immediate past president of the association. A quorum shall consist of two members.
2. The terms of office for the initial board shall be three years.
3. Terms of office of subsequent board members shall be no less than three years.

4. Beginning with appointments made in 2013 and each year thereafter, each person appointed to the board, except the immediate past president, shall be a Certified Tax Collector.
5. The president shall serve as Chairman of the Committee.

### **C. Educational Requirements for Certification**

Tax Collection Certification shall require the successful completion of the required courses successfully.

**Required Courses:** Study guide provided by RITCA.

### **D. Continuing Education Requirements**

1. To retain Certification, the Certified Tax Collector must be in good standing with RITCA and must attend at least one (1) RITCA meeting per year. The Certified Tax Collector must also keep themselves educated on any Legislative changes and changes to the duty of Tax Collections.

### **E. Comprehensive Test**

A comprehensive test is given. The test has been approved by the Certification Board.

### **F. Applications and Records**

1. Applications must be submitted to the Education Board 30 days prior to taking the Certification test.
2. The Secretary of the RITCA's Certification Board shall maintain all records regarding certification.
3. Recipients will be honored at a RITCA regular meeting . The Certifications' Board will present each approved member with a RICCP certificate. An official notification will be sent to the approved member and to the governing body/Manager of the member's Municipality.

### **G. Evidence of Certification**

Certified Tax Collector shall receive a certificate approved by the board and signed by the Chairman of the Board

## **H. Lifetime Certification**

Any retired Certified Tax Collector is entitled to that honor.

**RITCA members must always abide by the Association's Standard**