
PROGRAM OBJECTIVES

1. Assist preparers and reviewers in recognizing and handling the many situations in licensing administration.
2. Provide a foundation of knowledge and skills to those individuals involved in licensing administration.



OUR SERVICES

GEDI cooperates with various professional organizations to provide certification programs to enhance the knowledge and skills of public sector officials and employees. We provide on-site training to governments in a variety of topic areas aimed at improving personnel and financial management, strengthening leadership and team development, improving government services to citizens, increasing organizational efficiency, and educating about important legal and ethical issues. Programs are tailored to an individual government's needs and time considerations.

ABOUT US

The Government & Economic Development Institute (GEDI) is widely recognized as Alabama's top organization for university outreach. Because of its excellent reputation, GEDI is the "go-to" resource for education, consulting, and policy leadership by the state and local governments and the economic development community. GEDI has strong Auburn University support and is adequately staffed to assist all clients who need its programs and services. GEDI continues to build upon its strong traditional programming, but remains relevant to emerging state and community needs.



Auburn University is an equal opportunity educational institution/employer.

Government and Economic Development Institute
213 Extension Hall - 5225
1161 W. Samford Avenue, Building 8
Auburn, AL 36849



GOVERNMENT & ECONOMIC
DEVELOPMENT INSTITUTE

AATA

*Licensing Administration
Certification Program
FY 2017-2018*



WWW.AUBURN.EDU/GEDI

ASSOCIATION OF ALABAMA TAX ADMINISTRATORS

Education and Certification Program

THE AATA LICENSE ADMINISTRATION CERTIFICATION PROGRAM IS DESIGNED TO PROVIDE A FOUNDATION OF KNOWLEDGE AND SKILLS FOR THOSE INDIVIDUALS INVOLVED IN LICENSING ADMINISTRATION, TO INCREASE PROFESSIONALISM IN THE LICENSING OFFICES AND TO PROMOTE IMPROVEMENTS IN ADMINISTRATION AND HIGH STANDARDS OF SERVICE TO THE PUBLIC IN THE PERFORMANCE OF LICENSING SERVICES.

Introduction to Licensing Administration (20 hrs)

This course focuses on factors involved in the issuance of vehicle tags and the proper collection of the title application fees, sales, tax, transfer fees and penalties. It also covers procedures and responsibilities for administering the many licenses in the licensing office.

Date: December 13-15, 2017
Fee: \$250
Location: Montgomery

Titles (20 hrs)

This course provides a general overview regarding the proper procedures for processing applications for certificate of title. Also information on title laws, rules and forms is included.

Date: March 14-16, 2018
Fee: \$250
Location: Auburn

*Prerequisite Course: *Introduction to Licensing Administration*

Conservation, Licensing & Manufactured Homes (20 hrs)

This course focuses on the process for licensing all aspects of conservation such as boating, fishin and hunting. The course also provides knowledge on the processes of licensing and taxing manufactured homes and discusses processes for driver's license administration and renewals.

Date: September 26-28, 2018
Fee: \$250
Location: Montgomery

*Prerequisite Course: *Introduction to Licensing Administration*

Note: Information on the development and delivery of the following course will be mailed at a later date.

Licensing Administration and Registration (30 hrs)

This course provides knowledge on the legal impact of the legislative process on licensing of motor vehicles, the valuation and collection processes of licensing and the ADOR regulations as they apply. Minimum standards and an overview of the registration process is also discussed.

*Prerequisite Course: *Introduction to the Licensing Process*

REGISTRATION & CANCELLATION POLICY

Registration forms received and processed at GEDI constitutes registration, if space is available. A confirmation letter will be mailed from GEDI when the participant's enrollment process is complete. Written cancellations received 15 working days prior to the beginning of the program will be honored with a partial refund, but will be assessed a \$50 administrative fee. Late cancellations or non-attendance will not be refunded. Substitutions for registered participants may be made at any time. NOTE: If you have a disability and need accommodations to participate, please contact the Government & Economic Development Institute at (334) 844-4782.

REGISTRATION

- Introduction to Licensing Admin. \$250
- Titles \$250
- Conservation, Licensing, Man.Homes \$250

PARTICIPANT'S INFORMATION:

Mr. Ms. Mrs. (Circle One)

Name

Position / Title

Name Tag Preference

Agency

Mailing Address

City

State

Zip

Phone

Fax

Email

PAYMENT METHOD:

Please find enclosed my check in the amount of \$ _____

Make checks payable to Auburn University.

Or, purchase order # _____

Online registration at <http://www.auburn.edu/gedi>

PLEASE RETURN PAYMENT TO:

Government & Economic Development Institute
Auburn University
213 Extension Hall
Auburn, Alabama 36849-5225
PHONE: (334) 844-4782 / FAX: (334) 844-1919
EMAIL: gedi@auburn.edu