



AUBURN UNIVERSITY

CENTER FOR
GOVERNMENTAL SERVICES

Association of Alabama Tax Administrators (AATA) LICENSING ADMINISTRATION CERTIFICATION PROGRAM

The Association of Alabama Tax Administrators with support from the Center for Governmental Services at Auburn University provides a certification program to increase the knowledge and professionalism of those involved in licensing administration. The program is designed to provide greater proficiency and understanding to individuals working in the county licensing offices.

Objectives of the Program:

1. Provide a foundation of knowledge and skills to those individuals involved in licensing administration.
2. Maintain high standards of service to the public in the performance of licensing services and promote improvements in the administration of the license tax laws of the State of Alabama.
3. Increase professionalism in the county licensing offices.

The program is composed of four tested courses and continuing education maintenance.

Courses and Descriptions:

Introduction to the Licensing Processes (20 hours) - this course focuses on understanding the 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 the procedures and responsibilities for administering Alabama's Privilege License Laws and Regulations, Business license, Boating, Hunting, Fishing and Driver's License.

Titles (20 hours) - this course provides a general overview regarding the proper procedures for processing applications for certificate of title. An explanation of current title laws, rules and forms is included in the course. Various examples of common title documents are presented. *Prerequisite: Introduction to Licensing Processes*

Licensing Administration and Registration (30 hours) – this course provides knowledge on the legal impact of the legislative process on licensing of motor vehicles, the valuation and collection processes of licensing of motor vehicles, and the Department of Revenue regulations as they apply to the licensing of motor vehicles. Also addressed are the minimum standards as established by the Examiners of Public Accounts and memorandums. An overview of the registration process is also presented. *Prerequisite: Introduction to Licensing Processes*

State Licensing Processes (20 hours) – this course focuses on the process for licensing all aspects of conservation such as boating, fishing 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. *Prerequisite: Introduction to Licensing Processes*

Certification Requirements:

A minimum of three years' experience in the offices of License Commissioner, Probate Judge, Tax Assessor, Tax Collector or Revenue Commissioner is required. This must be applied experience in which the applicant performs the full range of activities applicable to the office in which they are employed.

Certification Maintenance:

After completion of the certification program and awarding of the certification designation, participants must maintain their certification by continuing education. Twenty hours of approved courses must be successfully completed every three years to maintain certification. These hours may consist of any courses described in the Licensing Administration curriculum or the Property Tax Certification program, which have not already been taken within the last five years. Attendance and participation in the Annual Licensing Officials Conference, the AATA Conferences and District Meetings, the AAAO Conferences and District Meetings, and the Probate Judges Association are also accepted for continuing education.

Participants may receive up to 10 hours of credit from courses outside of the certification program and conferences mentioned above. Approval of these courses will be provided on a case by case basis to the Licensing Education Committee. Please send request for approval to the Center for Governmental Services, 2236 Haley Center, Auburn University, AL 36849.