



# Tax Assessor-Collector Association Professional County Collector Initial Transcript

Hon. Kathryn Phillips  
Tax Assessor-Collector  
Montague County  
PO Box 8  
Montague, TX 76251

ID: 245862  
Phone: (940) 894-3881  
Fax: (940) 894-2012  
Enrolled Date: 01/01/2018

## Basic Education: 7 Required

Completed to Date: 6 Remaining Courses Needed: 1

<u>Course Title</u>	<u>Date Completed</u>
Ethics for County Tax Assessor-Collectors	04/24/2019
Intro To Property Tax Administration (PTEC.101)	07/18/2018
Intro To Property Tax Appraisal (PTEC.102)	07/20/2018
Truth in Taxation (PTEC.28)	06/05/2019
Property Tax Law (PTEC.7)	07/08/2019
Property Tax Assessments and Collections (PTEC.8)	05/23/2019
Advanced Assessments and Collections (PTEC.9)	

## Mandatory, Constitutional/Statutory Duty Courses: 5 Required

Completed to Date: 1 Remaining Courses Needed: 4

Budget Planning	
Public Records: Release, Management & Retention	
Title Fraud Training	09/12/2018
Motor Vehicle Sales Tax & Fee Collection	
Voter Registration & Chapter 19 Funds	

## Elective Courses: 4 Required

Completed to Date: 0 Remaining Courses Needed: 4

Fundamentals of the Americans with Disabilities Act  
Manufactured Housing & Boat and Motor Titling & Registration  
Customer Service to Build the Public Trust  
FLSA, USERRA, & Sexual Harassment  
FMLA: What Every Employer Needs to Know  
Accounting in a County Tax Office  
Personnel Management in the Public Sector  
Special Inventory Taxation



# TAX ASSESSOR-COLLECTOR CONTINUING EDUCATION TRANSCRIPT

Reporting Period: 4/1/2019 - 3/31/2020

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Enrolled Date: 04/01/2019

Date	Description	Earned Hours
04/24/2019	New County Tax Assessor-Collector Orientation	2.00
04/24/2019	Ethics for County Tax Assessor-Collectors	1.00
05/23/2019	Property Tax Assessments and Collections (PTEC.8)	26.00
06/05/2019	Truth in Taxation (PTEC.28)	16.00
07/08/2019	Property Tax Law (PTEC.7)	24.00
<b>Total Hours for Year:</b>		<b>69.00</b>

**You have met your education requirements for the period 04/01/2019 - 03/31/2020.**

You may carry forward to the next reporting period 9.00 hours.

#### Texas Property Tax Code § 6.231

(a) A county assessor-collector must successfully complete 20 hours of continuing education before each anniversary of the date on which the county assessor-collector takes office. The continuing education must include at least 10 hours of instruction on laws relating to the assessment and collection of property taxes for a county assessor-collector who assesses or collects property taxes.

(d) A county assessor-collector shall file annually a continuing education certificate of completion with the commissioners' court of the county in which the county assessor-collector holds office.

Print Date: 07/18/2019

For questions regarding CE hours, please contact the TACA Education Director at [education@tacaofexas.org](mailto:education@tacaofexas.org).