Delinquent Collections Course

17-18 April 2024
Roanoke County Public Library – Vinton Branch

Tools that can be used to collect delinquent taxes that will be covered in the course include: distress, treasurer's lien, set-off debt, administrative summons, DMV withholding, court process, judicial tax sale, and others

Course: Mandatory for initial certification for treasurers
Elective for deputies

For more information see the ***Certification Handbook.***
If you have questions on certification, contact Al Spengler at aws@virginia.edu

Instructors: Jeff Scharf, partner, Taxing Authority Consulting Services (TACS)
Gary Sabean, TACS, former Deputy Treasurer, Arlington County

Registration Site: https://coopercenter.my.site.com/certification/s/login/

Registration Fee: **$185** Member (TAV and CRAV members)
$235 Non-Member (all others)

Registration Deadline: **8 April 2024**

Fee includes course material, **lunch first day only**, and breaks.
If you need a special meal (vegetarian, vegan, gluten fee), please indicate your dietary needs during the registration process in the special dietary or physical accommodation text box.

A $10.00 processing fee will be assessed for cancellations. No refunds for cancellations received less than 48 hours before the course unless your space is filled. **After you select your event, don't forget to check the box before the class in order to complete your on-line registration.**

Payment: On-line with a credit card
Check, electronic transfer or LPO also accepted

To make payment using a method other than credit card, please print out your registration form and enclose a copy with your check. If paying via electronic transfer or via LPO, please include the invoice number with your payment.

Make checks payable to: **University of Virginia**

Mail to: Treasurers' Association of Virginia
c/o Cooper Center for Public Service
PO Box 400206
Charlottesville, VA 22904-4206

Class Schedule and Information

Day One   **Registration & Continental Breakfast:** 8:30 to 9:00 a.m.
Class begins at 9:00 a.m. and ends around 5:00 p.m.

Day Two   **Continental Breakfast:** 8:15 to 8:45 a.m.
Class Begins: 8:45 a.m. *(subject to change on Day One)*
There is no lunch today as class will end before 12 noon.

What to Bring to Class: Assorted Highlighters
Post-it and/or Sticky Notes

Exam: Exam will be online at the **UVA Collab** site (3 Hours; Open Book)

The exam is open from 12 noon on April 18 to 5:00 p.m. on April 19.

Once you start the exam the clock starts ticking. You can take the exam from your office or home computer; just make sure you are in quiet location.

NOTE: If you start the exam later than 2:00 pm on April 19 you will not have the full 3 hours to take the exam as the system will lock you out at 5:00 pm.

Grades: Grades will be available on the **UVA Collab** site usually 48 hours **after** the close of the exam.

Online Exam via UVACollab Site

A few days before the course, you will receive a link to the UVACollab site for the course.

In the *Resources* file you will find two info sheets:
1. A document, *Essential Tips for Taking Online Tests in UVACollab*. It is highly recommended that you read this document before taking the online exam.
2. A document, **How do I view the feedback in my assessment (i.e. test or quiz).** It explains to you how to read your grade.

In the *Tests and Quizzes* file you will find the course assessment (final exam).
The exam will not be open until the conclusion of the course.

Meeting Location

The **Roanoke County Public Library – Vinton Branch** is located at **300 S. Pollard Street** in **Vinton, VA 24179.** 540-857-5043

You can find maps to the library at this website:
http://www.roanokecountyva.gov/facilities.aspx?page=detail&rid=45&MOBILE=ON

If you are staying at the **SpringHill Suites**, the hotel will offer a free shuttle from the hotel to the Vinton Library. They will drop off and pick up. See schedule on next page.

If you are commuting, there is plenty of free parking at the library.

Hotel Information

SpringHill Suites by Marriott

301 Reserve Avenue
Roanoke, VA 24016
540-400-6226

Room Block Name	Treasurers' Association of Virginia
Cut-off Date	**5 April 2024**
Room Rate	$122 single/double
Hotel Amenities	free hot breakfast, free Wi-Fi, fitness center, indoor pool
Parking	Free
Shuttle	Free shuttle between hotel and the Vinton Library Shuttle will leave the hotel at **8:20 a.m. each day**.
Cancellation Policy	48 Hours

Here is the link to the room reservation:
https://www.marriott.com/event-reservations/reservation-link.mi?id=1709306465674&key=GRP&app=resvlink

Hotel has only a limited number of doubles, so if you need a double room, reserve one today.

Only a limited a rooms have been blocked. If you try and they are full, contact Al at AlbertSpengler.derJungere@gmail.com and he can have them add more rooms to the block.

Directions

I-81 to 581 7 miles to Wonju Exit - straight to 1st traffic light - turn left - go to second traffic light and turn right on Reserve Avenue. Hotel is on the left.

Other hotel amenities can be found at their website:
https://bit.ly/2ORuFNP