# **Delinquent Collections Course**

### 13-14 May 2025 Chesapeake Public Safety Operations Center (new location)

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 Beth Bennett at eaw3f@virginia.edu

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

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

| Registration Fee: | <b>\$185</b> | Member (TAV and CRAV members) |
|-------------------|--------------|-------------------------------|
|                   | <b>\$235</b> | Non-Member (all others)       |

Registration Deadline: 2 May 2025

Fee includes course materials, **lunch first day only**, continental breakfast both days 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 **5 days** 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<br>c/o Cooper Center for Public Service<br>PO Box 400206<br>Charlottesville, VA 22904-4206 |

## **Class Schedule and Information**

- Day OneRegistration & Continental Breakfast: 9:00 to 9:30 a.m.Class begins at 9:30 a.m. and ends around 5:00 p.m.
- Day TwoContinental Breakfast: 8:30 a.m. to 9:00 a.m.Class Begins: 9:00 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 May 14 to 5:00 p.m. on May 15.

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 May 15 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 <u>after</u> 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 Chesapeake Public Safety Center is located at 2130 S. Military Hywy, Chesapeake, VA 23320. Class is in the Conference Room.

There is parking available on-site.

### **Hotel Information**

#### There are many hotels in the Chesapeake/Greenbrier area. Here are a few suggestions.

#### Hampton Inn & Suites Chesapeake-Battlefield Blvd Hyatt Place Chesapeake/Greenbrier Tru by Hilton Chesapeake Greenbrier Fairfield Inn & Suites Chesapeake

Please contact your preferred hotel directly and book the government rate of \$110 per night.

**Directions** 

There are many hotels available within a 10-15 minute drive from the meeting location.