

# Delinquent Collections Course

23-24 September 2024

Virginia Credit Union Stadium - Fredericksburg

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](mailto: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:**   **13 September 2024**

Fee includes course material, **lunch first day only**, and breaks.

**If you need a special meal (vegetarian, vegan, gluten free), 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: 8:30 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 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 **Virginia Credit Union Stadium** is located at **42 Jackie Robinson Way** in **Fredericksburg, VA 22401**. We are meeting in the **Clubhouse**.

**You can find directions to the stadium on their website:**

<https://www.milb.com/fredericksburg/ballpark/directions>

If you are staying at one of the hotels on the following page, they are a short 12-minute walk to the stadium.

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

## Lodging

There are three hotels within a short 12-minute walk of the stadium. See map below. TAV has not set up a block of rooms. Reserve a room now, if you need one.

These hotels all offer a **government rate of \$107 per night**.

**Note:** Government rate is not always the lowest rate; check when you call.

All offer free parking and WiFi.

With the exception of the Hilton Garden Inn, they also offer a free hot breakfast.

When booking a room, you may wish to consider what other amenities they offer that you might use during your stay

### Homewood Suites by Hilton

1040 Hospitality Lane, Fredericksburg

540-786-9700

<https://www.hilton.com/en/hotels/frbhwhw-homewood-suites-fredericksburg/>

### Hampton Inn and Suites

1080 Hospitality Lane, Fredericksburg

540-786-5530

<https://www.hilton.com/en/hotels/frbcbhx-hampton-suites-fredericksburg-at-celebrate-virginia/>

### Hilton Garden Inn

1060 Hospitality Lane, Fredericksburg

540-548-8822

<https://www.hilton.com/en/hotels/dcafhgi-hilton-garden-inn-fredericksburg/>

