PROGRAM OBJECTIVES

1. Assist preparers and reviewers in recognizing and handling the many situations in licensing administration.

2. Provide a foundation of knowledge and skills to those individuals involved in licensing administration.

OUR SERVICES

CGS cooperates with various professional organizations to provide certification programs to enhance the knowledge and skills of public sector officials and employees. We provide on-site training to governments in a variety of topic areas aimed at improving personnel and financial management, strengthening leadership and team development, improving government services to citizens, increasing organizational efficiency, and educating about important legal and ethical issues. Programs are tailored to an individual government’s needs and time considerations.

ABOUT US

The Center for Governmental Services (CGS) represents Auburn University’s commitment to excellence in state and local government and non-profit organizations. Since 1976, the Center has provided technical assistance, training, and survey and policy research to meet the changing needs of Alabama governments and public officials.
ASSOCIATION OF ALABAMA TAX ADMINISTRATORS

New Education and Certification Program

**The AATA License Administration Certification Program** is designed to provide a foundation of knowledge and skills for those individuals involved in licensing administration, to increase professionalism in the licensing offices and to promote improvements in administration and high standards of service to the public in the performance of licensing services.

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**Introduction to the Licensing Process (20 hrs)**

This course focuses on 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 procedures and responsibilities for administering the many licenses in the licensing office.

- Date: December 9-11, 2015
- Fee: $250
- Location: Hoover

**Note:** Information on the following courses will be mailed at a later date.

**Licensing Administration and Registration (30 hrs)**

This course provides knowledge on the legal impact of the legislative process on licensing of motor vehicles, the valuation and collection processes of licensing and the ADOR regulations as they apply. Minimum standards and an overview of the registration process is also discussed.

**State Licensing Processes (20 hrs)**

This course focuses on the process for licensing all aspects of conservation. It also provides knowledge on the processes of licensing and taxing manufactured homes and discusses processes for driver’s license administration and renewals.

- Date: March 9-11, 2016
- Fee: $250
- Location: Madison

*Prerequisite Course: Introduction to the Licensing Process*

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### Registration Policy

Registration forms received and processed at CGS constitutes registration, if space is available. A confirmation letter will be mailed from CGS when the participant’s enrollment process is complete. Written cancellations received 15 working days prior to the beginning of the program will be honored with an assessed administrative fee. Late cancellations or non-attendance will not be refunded. Substitutions for registered participants may be made at any time. **NOTE:** If you have a disability and need accommodations to participate, please contact the Center for Governmental Services at (334) 844-4782.

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### Registration

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Licensing - Hoover</td>
<td>$250</td>
</tr>
<tr>
<td>Titles</td>
<td>$250</td>
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</tbody>
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### Participant’s Information:

- Name
- Position / Title
- Last Four Digits of Social Security #
- Name Tag Preference
- Agency
- Mailing Address
- City, State, Zip
- Phone, Fax
- Email

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### Payment Method:

Please find enclosed my check in the amount of $____________

Make checks payable to Auburn University.

Or, purchase order # ___________________________

Online registration at http://www.auburn.edu/cgs/licensing

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### Please return payment to:

Center for Governmental Services
Auburn University
2236 Haley Center
Auburn, Alabama 36849-5225
PHONE: (334) 844-4782 / FAX: (334) 844-1919
EMAIL: cgsregistrations@auburn.edu