



LUANA HOWELL  
TAX ASSESSOR-COLLECTOR  
215 N Titus  
Gilmer, TX 75644  
903-843-3085 phone 903-843-3083 fax

February 22, 2024

Upshur County  
Commissioner's Court

Dear Court:

Please accept for recording CE hours, minimum of 20 hours for Luana Howell, TAC, and 10 hours for Samantha Caffey, Chief Deputy, for the year of 2023 as required by Property Tax Code, Sec 6.231.

Respectfully,

A handwritten signature in cursive script that reads "Luana Howell".

Luana Howell, TAC



# TAX ASSESSOR-COLLECTOR CONTINUING EDUCATION TRANSCRIPT

Reporting Period: 1/1/2023 - 12/31/2023

Hon. Luana Howell  
Tax Assessor-Collector  
Upshur County  
215 N Titus St  
Gilmer, TX 75644-1924

ID: 240885  
Phone: (903) 843-3085  
Fax: (903) 843-3083  
Enrolled Date: 01/01/2017

Date	Description	Earned Hours
01/01/2023	Excess hours carried from 2022	10.00
01/18/2023	Longview Regional Meeting	3.00
03/29/2023	TSAA Conference	9.00
04/11/2023	Truth in Taxation	4.00
06/06/2023	Ethics for County Tax Assessor-Collectors (taken at TACA Conference)	0.00
06/07/2023	89th Annual Tax Assessor-Collectors Association Conference	12.00
11/16/2023	41st V.G. Young School for Tax Assessor-Collectors	13.00
<b>Total Hours for Year:</b>		<b>51.00</b>

**You have met your education requirements for the period 01/01/2023 - 12/31/2023.**

You may carry forward to the next reporting period 10.00 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: 02/22/2024

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



Tax Assessor-Collector Association  
Professional County Collector  
Maintenance Transcript  
Reporting Period: 1/1/2023 - 12/31/2023

Ms. Samantha Caffey  
Chief Deputy  
Upshur County  
215 N Titus St  
Gilmer, TX 75644-1924

ID: 246405  
Phone: (903) 843-3085  
Fax: (903) 843-3083  
Enrolled Date: 01/01/2019

In order to retain this designation, the TACA-Active member must earn 10 Continuing Education Hours annually. A maximum of 5 hours may be carried forward if you earn more than the required 10.

Date	Description	Earned Hours
01/01/2023	Excess hours carried from 2022	5.00
01/18/2023	Longview Regional Meeting	3.00
03/29/2023	TSAA Conference	9.00
04/11/2023	Truth in Taxation	4.00
05/23/2023	Truth in Taxation	2.00
06/06/2023	FMLA: What Every Employer Needs to Know	2.00
06/07/2023	89th Annual Tax Assessor-Collectors Association Conference	13.00
07/12/2023	ACT - Assisting Taxpayers, Reports, SB8 & SB12	3.50
07/13/2023	ACT - 9 Topics in 90 Minutes, Best Practices, Online Products & Fees, Payments and Batch Processing, TaxLedge	5.50
07/14/2023	ACT - Refund Wizard, Updates	2.00
07/18/2023	School Districts TNT	1.00
<b>Total Hours for Year:</b>		<b>50.00</b>

**You have met your education requirements for the period 01/01/2023 - 12/31/2023.**

You may carry forward to the next reporting period 5.00 hours.