

South Carolina Business Licensing Officials Association
PO Box 12109
Columbia, SC 29211-2109

Columbia Conference Center
Columbia, SC

March 28, 2018

Spring Training Institute and Advanced Academy

Business Licensing Officials Association

BLOA

Accreditation

To earn the Accreditation in Business Licensing designation, business licensing officials must complete the ABL course requirements offered through the Spring Training Institute, follow the ABL Code of Ethics and pass the ABL exam. After receiving the ABL designation, individuals may pursue the Master in Business Licensing designation. Earning the MBL designation demonstrates the highest level of commitment to the business licensing field. In addition to completing the ABL requirements, individuals must accrue 50 experience points within the seven years immediately preceding the application for the designation. For additional information, visit www.masc.sc (keyword: BLOA) or contact Elizabeth Copeland at 803.933.1257 or ecopeland@masc.sc.

Advanced Academy

Graduates of the Training Institute may attend the Advanced Academy, which addresses complex business license issues. Attendance at this session counts as five “experience points” toward attaining a Master in Business Licensing designation.

Spring Training Institute

The BLOA Spring Training Institute is designed to improve the professional and administrative skills of business licensing officials through a series of three educational sessions. Each session includes four hours of training on general licensing topics plus two hours on problem areas. The three sessions must be completed to meet the ABL course requirement. Participants are encouraged, but not required, to attend consecutive sessions, thus completing ABL course requirements in three years. Be aware that each completed session has an expiration date for the purposes of counting toward accreditation. If a session expires before all three sessions are completed, the expired course will no longer count toward successfully completing the ABL course requirements and must be retaken.

Contact Information

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PO Box 12109
Columbia, SC 29211
www.masc.sc

The South Carolina Business Licensing Officials Association is an affiliate of the Municipal Association of SC.

Institute Curriculum

All sessions (except the personal development topics) are taught from the SC Business License Handbook.

Session A (offered in 2019, 2022, 2025)

- Overview of municipal and county government – 1.5 hours
- The business licensing official: duties and responsibilities and state law authorization – 1.5 hours
- Administration: office procedures, applications and forms, and computer technology – 1 hour
- Problem areas* – 2 hours

Session B (offered in 2020, 2023, 2026)

- Business licensing procedures: “doing business,” classifications, rates/fees and gross income – 2 hours
- Freedom of Information Act – 1 hour
- Personal development – 1 hour
- Problem areas* – 2 hours

Session C (offered in 2018, 2021, 2024)

- Enforcement: income verification, field inspections, assessments, audits and civil suits, warrants, penalties, revocations, payment under protest and tort claims – 2 hours
- Swap Shop: open discussion with questions and answers – 1 hour
- Personal development: telephone/listening skills, effective written communication, time management, etc. – 1 hour
- Problem areas* – 2 hours

*Problem areas

Topics include the following:

- Agricultural Products
- Air Express and Transportation
- Alcoholic Beverages
- Automobile Dealers
- Bail Bondsmen
- Buses and Taxicabs
- Coin-operated Amusement Machines and Billiard Tables
- Contractors and Subcontractors
- Credit Unions
- Fireworks
- Fortune Telling
- Fuel Dealers
- Health Maintenance Organizations
- Home Occupations
- Insurance Companies and Agencies
- Interstate Commerce
- Newspapers
- Pawnbrokers
- Peddlers, Hawkers and Itinerants
- Real Estate
- Religious and Charitable Activities
- Telecommunications
- Wholesalers

Training Institute - Session C

Be sure to bring the latest version of the SC Business License Handbook. It can be found at www.masc.sc (keyword: business license handbook) or purchase online at www.masc.sc (keyword: publications).

7:45 – 8:25 a.m.	Registration and Continental Breakfast
8:25 – 8:30 a.m.	Welcome
8:30 – 10:30 a.m.	Enforcement: Business License Handbook Part 5

Barbara Wooster, MBL, Revenue Collector, Town of Hilton Head Island

This session concentrates on business license enforcement and will prepare attendees to take the ABL exam.

10:30 – 10:40 a.m.	Break
10:40 – 11:40 a.m.	Swap Shop: Facilitated Open Discussion

Pam Davis, MBL, Business Center Director, Richland County

Shaun Greenwood, ABL, City Administrator, City of Forest Acres

This interactive session allows attendees to better prepare for the ABL exam by asking questions of veteran business licensing officials.

11:40 a.m. – 12:30 p.m.	Lunch, Legislative Update, Graduation
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Scott Slatton, Legislative and Public Policy Advocate, Municipal Association of SC

12:30 – 1:40 p.m.	Personal Development
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Marianne Frederick, MHSA, President, WorkPlay

Humor, shared laughter and playful camaraderie are important ingredients in feeding the spirit of any organization. Learn how to build strong team relationships, creative collaborations and enhanced productivity in successful teams.

1:40 – 1:45 p.m.	Break
1:45 – 2:45 p.m.	Business License Problem Areas – Solicited Topics

Danny Crowe, Attorney, Crowe LaFave, LLC

Court decisions and changes in law potentially effect business licensing. Learn about these changes and get a chance to pose questions.

2:45 – 2:50 p.m.	Break
2:50 – 3:50 p.m.	Business License Problem Areas (Continued)

Danny Crowe, Attorney, Crowe LaFave, LLC

The second of two required hours, this session covers specific problem areas that business licensing officials encounter.

3:50 p.m.	Graduation Photos
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Advanced Academy

Must be a Training Institute graduate to attend.

7:45 – 8:25 a.m.	Registration and Continental Breakfast
8:25 – 8:30 a.m.	Welcome
8:30 – 9:00 a.m.	General Legislative Update

Scott Slatton, Legislative and Public Policy Advocate, Municipal Association of SC

9:00 – 9:10 a.m.	Break
9:10 – 10:15 a.m.	Operational Tips for Daily Use

Pam Davis, MBL, Business Center Director, Richland County

Business licensing officials face challenges each day that can quickly become overwhelming. Learn simple tips to help daily operations, from writing effective letters to making licensing a participatory process.

10:15 – 10:25 a.m.	Break
10:25 – 11:40 a.m.	Construction Business License Issues

Matthew Thomas, Open for Business Program Coordinator, City of Rock Hill

As South Carolina's construction economy grows, cities and towns will be confronted with different licensing challenges more frequently. Hear how two growing cities license developers, contractors, house flippers and everyone in between.

11:40 a.m. – 12:30 p.m.	Lunch, Legislative Update, Graduation
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2:45 – 2:50 p.m.	Break
2:50 – 3:50 p.m.	Big, Medium, Small Problems

BLOA Board of Directors

Attendees will break into three roundtable groups by city size for interactive discussions and sharing of ideas.

Registration Information

Verify membership status before registering for this meeting. Only current BLOA members can receive the member rate.

Save time and postage by logging on to www.masc.sc to register. Online registration must be paid by Visa or MasterCard.

If paying by check, mail completed registration form and check made payable to the Municipal Association of South Carolina to:

MASC
PO Box 12220
Columbia, SC 29211
Attn: BLOA

Registration deadline is Friday, March 16. Cancellations must be received in writing by 5 p.m. on March 16. Refunds will not be given after this date.

Conference attire is business casual. The session rooms may be cool, so you may want to bring a sweater or jacket. For special needs, contact Elizabeth Copeland at 803.933.1257 or ecopeland@masc.sc by March 16, and we will accommodate you if possible.

Registration Form

**Training Institute and Advanced Academy
March 28, 2018**

Name Badge Information

The following information will appear on your name badge for this meeting.

First name (example: Bill) Mr. Ms. Dr.

Full name (example: William J. Smith, Jr.)

Title New

Local government/business name

Contact Information

Birth month/day Last four digits of SSN
This combination of numbers is used as the official's personal identification number to access online services, simplify event registration and ensure proper recording of participation in Association training programs.

Local government

Preferred mailing address New Type: Municipal Business

City/State Zip

Preferred phone New Type: Municipal Business Mobile

Email address New

For additional attendees, make a copy of this form.

Registration Fee

Which session will you attend? (check one)

- Training Institute – Session C
 Advanced Academy
(Must be a Training Institute graduate to attend.)

Registration Fee (check one)

- Member \$65
 Nonmember \$85

Registration deadline is Friday, March 16.