



Business Licensing Officials Association

Spring Training Institute and Advanced Academy

March 4, 2026

Seawell's

1125 Rosewood Drive | Columbia, SC 29201

Training Institute - Session B

Bring the latest version of the SC Business License Handbook, updated in 2022. It can be found at www.masc.sc (keyword: business license handbook)

8:00 – 8:25 a.m.	Registration and Continental Breakfast
8:25 – 8:30 a.m.	Welcome
8:30 – 10:30 a.m.	Business Licensing Procedures: "Doing Business," Classifications, Rates/Fees and Gross Income — Part 2 of the SC Business License Handbook

Municipal Association of SC Local Revenue Services Staff

10:30 – 10:40 a.m.	Break
10:40 – 11:40 a.m.	SC Freedom of Information Act

Sara Weathers, Associate General Counsel, Municipal Association of SC

11:40 a.m. – 12:40 p.m.	Lunch (Training Institute Graduation at 12:30 p.m.)
12:45 – 1:45 p.m.	Standardizing Success: A Look at Business Licensing and the Road to Act 176

Panel of Business Licensing Officials

1:45 – 2:00 p.m.	Break
2:00 – 3:00 p.m.	Managing Stress Anxiety and Workplace Burnout

Christina Isenhowser, Corporate Consultant, First Sun EAP

3:00 – 3:10 p.m.	Break
3:10 – 4:10 p.m.	Decoding the Assessment Process

Panel of Business Licensing Officials

4:10 p.m.	Adjourn
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Advanced Academy

Attendees must be Training Institute Graduates

8:00 – 8:25 a.m.	Registration and Continental Breakfast
8:25 – 8:30 a.m.	Welcome
8:30 – 9:00 a.m.	Legislative Update
	<i>Casey Fields, Director of Advocacy, Municipal Association of SC</i>
9:00 – 9:10 a.m.	Break
9:10 – 10:10 a.m.	Update on Business Licensing Court Cases

Eric Shytle, General Counsel, Municipal Association of SC

10:10 – 10:25 a.m.	Break
10:25 – 11:40 a.m.	Roundtable Discussion

BLOA Board of Directors

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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 5 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.

Institute Curriculum

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

Session A

- Overview of Municipal and County Government – 1.5 hours
- The Business Licensing Official: Duties, Responsibilities and State Law Authorization – 1.5 hours
- Administration: Office Procedures, Applications, Forms and Computer Technology – 1 hour
- Problem Areas* – 2 hours

Session B

- Business Licensing Procedures: “Doing Business,” Classifications, Rates/Fees and Gross Income – 2 hours
- SC Freedom of Information Act – 1 hour
- Personal Development – 1 hour
- Problem Areas* - 2 hours

Session C

- 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 Communications, Time Management, Etc. – 1 hour
- Problem Areas* – 2 hours

*Problem areas

Topics may include the following:

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



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

The registration deadline is Friday, February 20. Cancellations must be received in writing by 5 p.m. on February 20. 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.

Conference attire is business casual. The session rooms may be cool, so you may want to bring a sweater or jacket. For special needs requests, contact Susan Walters at 803.933.1276 or swalters@masc.sc by February 20 and we will accommodate if possible.

Contact Information

Elizabeth Copeland
Staff Associate for Affiliate Services
Municipal Association of South Carolina
803.933.1257 | ecopeland@masc.sc

Susan Walters
Administrative Assistant
Municipal Association of South Carolina
803.933.1276 | swalters@masc.sc

Registration Form

Training Institute and Advanced Academy
March 4, 2026

Name Badge Information

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

First name (example: Bill)

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 B
☐ Advanced Academy
(Must be a Training Institute graduate to attend.)

Registration Fee (check one)

- ☐ Member \$85
☐ Nonmember \$100

The registration deadline is Friday, February 20.