

Business Licensing Officials Association

Spring Training Institute and Advanced Academy March 5, 2025

Cooperative Conference Center
169 Laurelhurst Ave. | Columbia, SC

Training Institute - Session A

7:30 – 8:15 a.m. Registration and Continental Breakfast

8:15 – 8:45 a.m. Legislative Update

Casey Fields, Director of Advocacy, Municipal Association of SC

8:45 – 8:55 a.m. Break

8:55 – 10:25 a.m. Overview of Municipal and County Government

Charlie Barrineau, Field Services Manager, Municipal Association of SC

10:25 – 10:35 a.m. Break

10:35 a.m. – 12:05 p.m. The Business Licensing Official: Duties, Responsibilities and State Law Authorization — Part 1 of the *SC Business License Handbook*

Kathy Teague, MBL, Business License Coordinator, City of Union

12:05 – 1:05 p.m. Lunch (Graduation and pictures will occur during lunch)

1:05 – 2:05 p.m. Administration: Office Procedures Applications, Forms and Computer Technology — Part 4 of the *SC Business License Handbook*

Cynthia Oliver, MBL, City Clerk and Business License Manager, City of Hardeeville

2:05 – 2:15 p.m. Break

2:15 – 3:15 p.m. Customer Service

3:15 – 3:25 p.m. Break

3:25 – 4:25 p.m. Class Schedule Update and Q & A

Caitlin Cothran, Local Revenue Services Manager, Municipal Association of SC

4:25 p.m. Adjourn

Advanced Academy

Attendees must be Training Institute Graduates

7:30 – 8:15 a.m. Registration and Continental Breakfast

8:15 – 8:45 a.m. Legislative Update

Casey Fields, Director of Advocacy, Municipal Association of SC

8:45 – 9:00 a.m. Break

9:00 – 10:00 a.m. Update on Current Business License Court Cases

Eric Shytle, General Counsel, Municipal Association of SC

10:00 – 10:15 a.m. Break

10:15 – 11:15 a.m. The Process of Taking a Business to Court

Angie Wilson, ABL, Business License Specialist, City of Anderson

11:15 – 11:30 a.m. Break

11:30 a.m. – noon COG Meetings 101

Noon – 1:05 p.m. Lunch (Training Institute Graduation will occur during lunch)

1:05 – 2:05 p.m. Open Discussions

BLOA Board of Directors

2:05 – 2:15 p.m. Break

2:15 – 3:15 p.m. Customer Service

3:15 – 3:25 p.m. Break

3:25 – 4:25 p.m. Class Schedule Update and Q & A

Caitlin Cothran, Local Revenue Services Manager, Municipal Association of SC

4:25 p.m. Adjourn

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.

Institute Curriculum

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

Session A (offered in 2025, 2028 and 2031)

- 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 2026, 2029 and 2032)

- 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 2027, 2030 and 2033)

- 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

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 21. Cancellations must be received in writing by 5 p.m. on February 21. 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 requests, contact Susan Walters at 803.933.1276 or swalters@masc.sc by February 21 and we will accommodate if possible.

Contact Information

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ecopeland@masc.sc

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www.masc.sc

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

Registration Form

**Training Institute and Advanced Academy
March 5, 2025**

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

Registration fee (check one)

- Member \$85
 Nonmember \$100

The registration deadline is Friday, February 21.