



CERTIFIED CONNECTICUT MUNICIPAL TAX COLLECTORS COMMITTEE

Peggy Duffy, CCMC, Thomaston
Denise Talbot, CCMC, Glastonbury
John A. Rainaldi, CCMC, Manchester
Patricia Monahan, CCMC, Killingly
William L. Donlin, CCMC Cheshire
Patricia Moisiso, CCMC, Redding

The Certification Committee has a need for instructors

Candidates must have earned a CCMC designation.

Candidates must have served as one of the following for a minimum of three years:

- Collector in Connecticut
- Collector's Assistant in Connecticut

The selection process is as follows:

Candidates must submit a resume which will include:

- Education
- Teaching Experience, if any
- Expertise in special areas
- Employment information
- Courses candidate feels he/she is capable of teaching
- Courses he/she prefers to teach
- Any other pertinent information you feel would aid the Committee in determining the your qualifications

A selected candidate will be provisionally assigned a course in which a senior instructor will mentor.

Upon successful completion of the above process, the candidate will be qualified as an instructor.

Applicants may acquire a procedural outline from the Chair of the Certification Committee. Any questions should be directed to Patricia Monahan CCMC at 860-779-5327 or pmonahan@killinglyct.org.

WE ASK THAT ALL CCMC's GIVE SERIOUS THOUGHT TO BECOMING AN INSTRUCTOR. BECOME INVOLVED !!!

CCMC INSTRUCTOR APPLICATION/RESUME

NAME _____
(Last) (First) (MI)

EMPLOYER _____ DEPT/TITLE _____

MAILING ADDRESS _____
(Street)

TELEPHONE _____
(City) (State) (Zip)

How long in present position? _____ Full Time _____ Part Time _____

How long in Collection field? _____

CCMA Certificate # _____ Year of Certification/recertification _____

Education / Continuing Ed _____

Brief description of collection experience (include dates & titles) _____

Any previous instructing experience: _____

Any specific area of expertise, special skills or training?

I would prefer to teach CCMC Course

- Pre-course I
- CCMC I
- CCMC II
- CCMC III
- CCMC IV
- Collector's Crash Course

Signature

Date