

**TAX COLLECTORS CERTIFICATION COURSES:
Fall 2017**

The Certification Committee has developed the following class schedule for the CCMC Certification Courses. These classes fulfill the written coursework required for certification, as provided in Sec. 12-130a of the Connecticut General Statutes.

**All courses except CCMC I will be taught in Berlin at the
Berlin Community Center, 230 Kensington Rd., Berlin, CT 06037**

Pre-Course

The certification committee is requesting anyone who has been in the tax office less than six months take this class before beginning Course I.

Fee: \$0

Date: Pre-Course on Monday September 11, 2017

Berlin Community Center,
230 Kensington Road
Berlin, CT 06037

Time: 9:00 a.m. - 3:00 p.m. Please bring your lunch

Instructors: Denise Talbot, CCMC, Revenue Collector, Town of Glastonbury
Melanie Yanus, CCMC, Tax Collector, Town of Clinton

C.C.M.C. I

Introduction to Connecticut Tax Collection Administration and Law

Fee: \$200.00

Date: Eight Mondays Starting on Monday September 18th 2017 to andf including Monday November 13th 2017. No class October 9th

Time: 5 p.m. - 8 p.m.

Instructors: Launa Goslee , CCMC, Tax Collector, City of Torrington
Carla M. Hamel, CCMC, Tax Collector, Town of Watertown

Location: Education Connection 355 Goshen Rd Litchfield, CT 06759

C.C.M.C. II
Connecticut Tax Collection Administration and Law

Fee: \$200.00

Dates: Eight Wednesdays: Starting on Wednesday September 20th 2017 to and including Wednesday November 8th, 2017.

Time: 9:30 a.m. - 12:30 p.m.

Instructor: William L. Donlin, CCMC, Collector of Revenue, Town of Cheshire
David A. Greaves, CCMC, Collector of Delinquent Revenue,
Town of Manchester

C.C.M.C. III
Municipal Finance Administration and Management

Fee: \$200.00

Dates: Nine Wednesdays: Starting on Wednesday September 6th 2017 to Wednesday September 27th No class Wednesday October 4th and October 11th, resuming October 18th to November 15th, 2017. November 15th will be Exam day from 10:00 a.m. – 1:00 p.m.

Time: 3:00 p.m. - 6:00 p.m.

Instructors: Lisa Biagiarelli, CCMC, Esq., Tax Collector, City of Norwalk
Emanuel Cambra, CCMC, Tax Collector, Town of Monroe

C.C.M.C. IV
State and Local Government

Fee: \$200.00

Dates: Thursdays
September 14th 2017 to October 5th 2017 will be 9:30-2:30
October 12th and 19th (exam) will be 9:30 to 12:30

Instructors: David Kluczowski, CCMC, Tax Collector, Town of Berlin
Corinne Aldinger, CCMC, Tax Collector, Town of Newington

This year's registration will be an online form available at this link

<https://1drv.ms/xs/s!AvHLYz4PBvniFb4Ot-34GTwVQgP> or by clicking on the link on the CCMC web site at www.ccmctax.com. **Preference for enrollment in CCMC classes will be given to students currently working in a Connecticut tax collector's office. The CCMC Committee reserves the right to further refine these criteria if questions arise.**

Preference for enrollment in CCMC classes will be given to anyone who needs only one class to complete the series.

NOTES:

Course I MUST be taken before Course II. NO EXCEPTIONS.

BOTH COURSES I AND II MUST be successfully completed before Course III and Course IV can be taken. NO EXCEPTIONS. You MAY take Course III or Course IV in any order after I and II, but NOT at the same time.

PAYMENTS ARE DUE ONE WEEK PRIOR TO THE START OF THE FIRST CLASS. If payment is not received one week prior to the class starting, you will be removed from the class and your seat will be given to someone on the waiting list.

YOU MAY REGISTER FIRST, AND PAY LATER, **AS LONG AS PAYMENT IS RECEIVED ONE WEEK PRIOR TO THE FIRST CLASS.** IF YOU ARE NOT ACCEPTED INTO THE CLASS, YOUR ORIGINAL CHECK WILL BE RETURNED TO YOU.

Make checks payable to: CCMC Certification Committee

All payment must be mailed to our Treasurer

William Donlin, CCMC
Revenue Collector
Town of Cheshire
84 South Main Street
Cheshire, CT 06410

CCMC I & CCMC II Supplies: You are responsible for bringing a calculator (solar/battery powered, preferably silent).

For all classes, it is recommended you bring materials for your personal use in taking class notes.

Please direct any questions regarding these courses to:

Patricia Monahan, CCMC., Chairperson - CCMC Committee
Town of Killingly
(860) 779-5327
pmonahan@killinglyct.org

Additional information on these courses and any updates will be posted on the CCMC web site (www.ccmctax.com) as soon as it becomes available.