

**CERTIFIED CONNECTICUT MUNICIPAL COLLECTOR (C.C.M.C.)**

**COMPREHENSIVE WRITTEN EXAMINATION APPLICATION**

**Thursday May 31, 2018**

**The Final Exam will begin promptly at 10:00 am – 1:00 pm**

**Berlin Community Center, Room 1 230 Kensington Road, Berlin, CT 06037**

**REGISTRATION DEADLINE: Wednesday May 23, 2018**

**Register online at**

**<https://1drv.ms/xs/s!AvHLyz4PBvfnh1eIIlMtrigvRWJ-d>**

- 1. CANDIDATES MUST HAVE SUCCESSFULLY PASSED ALL CCMC CERTIFICATION COURSES TO BE ELIGIBLE TO TAKE THE FINAL WRITTEN EXAMINATION.**
- 2. Candidates may take the final written examination whether or not they have met the required three years of experience working in a tax collector's office. However, candidates who successfully pass the final written examination will not be eligible to receive their CCMC certification and/or final certificate until their three year experience requirement is met.**
- 3. "Experience" is defined as work in a tax collector's office.**
  - a. Sewer use, WPCA or fire district collections may be considered the equivalent of tax collections if the applicant's work for the taxing authority is his/her principal job function and not merely ancillary.**
  - b. "Three years" is defined as working three years from date of hire.**
- 4. Work in other municipal departments does not meet the criteria for experience.**
- 5. There is a non-refundable fee of \$25, payable to the CCMC Committee, to register for the examination. The fee must be received by William L. Donlin no later than Wednesday May 23<sup>rd</sup> 2018.**
- 6. You may register for the final exam prior to receiving your final grade(s) if you are completing the CCMC course program. However, the \$25 fee to sit for the exam will not be refunded if you do not pass the course III or IV exam.**
- 7. If there are any questions or problems, please contact Patricia Monahan CCMC Chair. The CCMC Committee reserves the right to continue to refine eligibility criteria as questions arise.**
- 8. If there are any questions or problems, please contact Patricia Monahan CCMC Chair.**
- 9. The CCMC Committee reserves the right to continue to refine eligibility criteria as questions arise.**

By signing below, I, the applicant, hereby certify that I have, or will have by the date of the exam, successfully completed the written course of study by achieving a passing grade in each of the four qualifying courses; and that to the best of my knowledge and belief, I am eligible to be seated for the final written examination for certification as a Connecticut municipal tax collector under Conn. Gen. Stat. 12-130a.

If additional explanation is necessary concerning how you have met the experience requirement, please submit it with this application.

I / we understand that false or misleading statements on my / our part on this affidavit or otherwise will result in an unfavorable recommendation from the Certification Committee and may disqualify the applicant from consideration for Certification.

APPLICANT. PLEASE PRINT YOUR NAME:

\_\_\_\_\_

PRINT YOUR CURRENT MUNICIPALITY:

\_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

SIGNATURE OF APPLICANT'S SUPERVISOR: \_\_\_\_\_

Date signed: \_\_\_\_\_ \$25 registration fee enclosed: \_\_\_\_\_

This signed affidavit and payment should be returned to:

Town of Cheshire,  
Collector of Revenue  
William L. Donlin, C.C.M.C.,  
84 South Main Street  
Cheshire, CT 06410

Checks should be made payable to: CCMC Committee