

**TAX COLLECTORS CERTIFICATION COURSES:
Spring 2018**

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 Thursday February 15th, 2018
Snow date Thursday February 22nd, 2018

Time: 9:00 a.m. - 3:00 p.m. If you wish bring your lunch there will be a 20 minute break

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

Location: Berlin Community Center, 230 Kensington Road, Berlin, CT

C.C.M.C. I

Introduction to Connecticut Tax Collection Administration and Law

Fee: \$200.00

Date: Eight Mondays: Starting on Monday February 26th, 2018 to and including Monday April 16th, 2018.

Time: 3:00 p.m. – 6:00 p.m.

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

Location: Watertown Fire House 935 Main St., Watertown CT

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

Fee: \$200.00

Dates: Eight Wednesdays: Starting on Wednesday March 28 to and including Wednesday May 16th, 2018.

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

Instructors: William L. Donlin, CCMC, Collector of Revenue, Town of Cheshire
Peter F. Juszczynski, CCMC, Tax Collector, Town of Windsor Locks

Location: Berlin Community Center, 230 Kensington Road, Berlin, CT

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

Fee: \$200.00

Dates: Wednesdays: Starting on Wednesday February 14th, 2018 to and including Wednesday April 11th, 2018. No class Wednesday March 21 class will be held Monday March 19th that week.

Time: 4:00 p.m. - 7:00 p.m.

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

Location: Berlin Community Center, 230 Kensington Road, Berlin, CT

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

Fee: \$200.00

Dates: Thursdays
March 8th, 2018 to April 5th, 2018 will be 9:30 a.m. - 2:30 p.m.
No class March 22nd
April 12th and 19th (exam), 2018 will be 9:30 a.m. - 12:30 p.m.

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

Location: Berlin Community Center, 230 Kensington Road, Berlin, CT

Registration is an online registration 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

Pre-Course, 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 they become available.