



Connecticut Tax Collectors' Association  
Certification Committee  
General Guidelines for Students  
CCMC Courses I, II, III and IV

For the fall 2020 session, all CCMC courses will be taught via distance learning.

Students will receive separate instructions regarding logging into their course sessions.

If a student has previously failed a course, they will be wait listed when they reapply to take the course again, and enrolled if there is room.

Food and drinks are permitted during class. However, any food or drinks being consumed during course sessions must be appropriate, and in appropriate containers. No alcohol is allowed.

Smoking or vaping during course sessions is not allowed.

Professional, business casual attire is required.

You will be visible via your computer's webcam, and will have a live microphone during the course sessions. You should remain visible on your webcam during the class sessions so that your attendance can be verified by the instructors. Everything that is visible around you, with you, or behind you in the background should be appropriate for a classroom or office setting.

Anything that can be picked up by your microphone should be appropriate for a classroom or office setting. You should mute your microphone whenever possible. You must be in a reasonably quiet setting, free from distractions or unrelated noises. (For example, if someone else is watching television, talking, playing, or making noise in a nearby room, it could be distracting to the rest of the class. Please ensure your space is free of potential distractions.

**Attendance:** You must be logged into your class at the start of each class session, and remain logged in, visible, and participating in the class until the instructors end the session.

Logging into a class session late, or logging out early on two occasions constitutes one absence. Ten (10) minutes shall be considered arriving late or leaving early. Habitual lateness (less than ten minutes) will be addressed at the discretion of the teachers.

Students missing more than two class sessions of distance learning (more or less the equivalent of one week of class) will be required to retake the entire course. Payment for re taking the course will be required.

**Cell phones:** You may engage in any behavior that distracts or disrupts the class. You may not talk on your phone, or use your computer or any other device for any other purpose other than attending the class. You cannot read, type or send emails during class. You cannot text, make phone calls, or use the internet for anything not directly and immediately associated with your class session. If you choose to talk on your phone, text, use a computer or device for any purpose not directly and immediately associated with your class session, you will be asked to LEAVE that class session and it will be considered an absence. If you choose to use your cell phone again at any time during a future class, you will not be able to continue with the course. You would then have to reapply to take the course, with no guarantee of being admitted to the course.

Cell phones may not be used as a calculator. For classes where a calculator is being used, you are responsible for using a true calculator or adding machine during class, and during the exam.

Recording a class is not permitted unless pre-approved by the Committee during the registration process in response to an individual student's specific ADA requirements.

It is suggested that students maintain the notebook issued in CCMC I and add to it with each subsequent course.

Students are responsible for updating any materials presented in class to reflect new legislation, or statutory changes.

Please remember you have **EXACTLY three (3) hours to take the exam** and three (3) hours ONLY. (This is true for the comprehensive exam as well.)

A grade of 75% or better is passing in each course. This is true for the comprehensive exam as well.

Your exams should be graded and you should be notified of your grade within ten (10) days of the exam.

The evaluation forms are VERY important; please complete the form **prior to the day of the exam.**

Students are responsible for keeping ALL certification documentation (course certificates, exam results, attendance at meetings and road shows, etc.). The Certification Committee cannot guarantee a replacement of documents. This will be important when tax collectors are required to present documentation to apply for our re-certification.