



CERTIFIED CONNECTICUT MUNICIPAL  
COLLECTORS' COMMITTEE

John Rainaldi, C.C.M.C., CCMA II, Manchester  
Denise Talbot, C.C.M.C., Glastonbury  
Lisa A. Biagiarelli, C.C.M.C., Norwalk  
David Kluczowski, C.C.M.C., Fairfield  
Lisa Madden, C.C.M.C., Somers  
Beth Hamel, C.C.M.C., Harwinton  
Jennifer L. Gauthier, CCMA II, OPM

**April 4, 2022**

**(Page 1 of 2)**

**CERTIFIED CONNECTICUT MUNICIPAL COLLECTOR (C.C.M.C.)  
COMPREHENSIVE WRITTEN FINAL EXAMINATION APPLICATION**

**COLLECTOR (C.C.M.C.) COMPREHENSIVE WRITTEN EXAMINATIONS**

For Calendar year 2022 will be held

Thursday June 2, 2022 &

Thursday December 1, 2022

The Final Exam will begin promptly at 10:00 am and end at 1:00 pm

The exam will be held (subject to change) at:

The Berlin Community Center, 230 Kensington Road, Berlin, CT 06037

**REGISTRATION DEADLINE:**

Tuesday, May 17, 2022, 4:00 PM for the June 2, 2022, exam

Tuesday, November 8, 2022, 4:00 PM for the December 1, 2022, exam

1. Candidates must have successfully passed all C.C.M.C. certification courses to be eligible to take the comprehensive written final 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 C.C.M.C. 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 C.C.M.C. Committee, to register for the examination. The fee must be received by no later than the deadline date.

**(Page 2 of 2) C.C.M.C. COMPREHENSIVE WRITTEN EXAMINATION APPLICATION, 2022**

6. You may register for the final exam prior to receiving your final grade(s) if you are completing the C.C.M.C. course program. 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 the C.C.M.C. Committee Chair. The C.C.M.C. Committee reserves the right to refine eligibility criteria as questions arise.

By registering, all applicants certify that he/she/they 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 to the best of their knowledge and belief, are 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.

By registering, the applicants certify that they understand that false or misleading statements on their part on their registration application will result in an unfavorable recommendation from the Certification Committee and may disqualify the applicant from consideration for Certification.

APPLICANT. PLEASE PRINT YOUR NAME: \_\_\_\_\_

APPLICANT'S EMAIL ADDRESS: \_\_\_\_\_

PRINT YOUR CURRENT MUNICIPALITY: \_\_\_\_\_

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

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

Date signed: \_\_\_\_\_ \$25 registration fee: (Please circle) Enclosed / Pay Pal

Applicants must complete the application above. Both the applicant and their supervisor must sign the application above. Payments may be made by check or online at this link:  
<https://C.C.M.C.tax.org/registration/>

This signed affidavit and all payments by check should be returned to:

Lisa Madden  
C.C.M.C. Committee  
c/o Town of Somers  
600 Main Street  
Somers, CT 06071