



CERTIFIED CONNECTICUT MUNICIPAL
COLLECTORS' COMMITTEE

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Jennifer L. Gauthier, CCMA II, OPM

February 19, 2024

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

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

For Calendar year 2024 will be held

Thursday May 30, 2024 &

Thursday December 5, 2024

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:

Thursday, May 9, 2024, 4:00 PM for the May 30, 2024, exam

Thursday, November 14, 2024, 4:00 PM for the December 5, 2024, 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 achieved 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 \$35, 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.

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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 \$35 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 at ccmcchair@gmail.com. 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: _____ \$35 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://CCMctax.org/> and click on the link for Final Exam Application.

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

Lisa Madden
C.C.M.C. Committee
c/o Town of Windham
979 Main Street
Willimantic, CT 06226