

**CCMC Committee**  
**Approved Courses for Recertification Credit**

As of: Saturday, October 22, 2022

NOTE: The list below is a listing of courses approved by the CCMC Committee for recertification credit hours.

This list will be updated as more courses are approved. The Committee recommends that all CCMC designees check this list frequently, and that all CCMC designees check this list before registering for any workshops or courses.

If a workshop or course is not listed, you may request that it be considered for recertification hours by emailing the CCMC Committee at: [ccmcchair@gmail.com](mailto:ccmcchair@gmail.com)

When submitting a course to the committee for credit hour consideration, please remember, the course must be relevant to revenue collection office work. In addition, the fees charged for workshops does not determine its relevance to revenue collection office work. A workshop with a very high fee does not necessarily mean it will be approved, while a workshop with a very low fee, or no fee at all does not necessarily mean it will not be approved.

If you take the exact same workshop more than once during the same recertification period, you may only use it one time for recertification. This includes workshops on the same topic from different organizations (for example if you take a workshop on sexual harassment for supervisors from two different organizations, you may only count it once).

You may take workshops about the same topic more than once during the same recertification period, if each workshop contains updated or new information.

The number of approved hours might be less than the total hours of the workshop, please be sure you are aware of the approved hours.

Remember, you may only count workshops or courses taken during the five year period before your recertification date, courses more than five years old cannot be considered.

Course or workshop instructors may only use a course or workshop they instruct one time per cycle, they cannot use the same course or workshop multiple times in a cycle.

The CCMC Committee makes the determination regarding approval for recertification approvals.

<b># Approved Workshop</b>	<b>Sponsoring Organization</b>	<b>Hours</b>
1 Best Practices and Policies for Cashiers and Supervisors	Public Treasury Insitute	3.00
2 Sexual Harrassment Prevention Training	CT Commission on Human Rights and Opportunities	2.00
3 CTx Spring Meetings/CTx Fall Meetings	CTx	2.00
4 CCMC Roadshows	CCMC	4.00
5 CTx County Association Meetings (2017-2020)	County Associations	2.00
6 CTx Seminar (Full-day Sessions)	CTx	5.00
7 CTx Seminar (Half-day sessions)	CTx	2.00
8 Northeast Tax Collectors' Association Seminar (Full-day sessions)	Northeast Tax Collectors' Association	5.00

9	Northeast Tax Collectors' Association Seminar (Half-day sessions)	Northeast Tax Collectors' Association	2.00
10	Preventing Sexual Harrassment for Supervisors and Staff	CIRMA	2.00
11	Ethics, Accountability and Conflicts of Interest	CCM	2.00
12	Webinar: A Practical Guide to MERA	CCM	1.00
13	Webinar: Records Retention & Management	CCM	1.00
14	Excel 101	CCM	3.00
15	Time Management 101	CCM	3.00
16	2019 Municipal Budgets	CCM	3.00
17	Freedom of Information Act for Municipal Personnel, Boards & Commissions	CCM	3.00
18	Customer Service	CCM	3.00
19	The Nuts and Bolts of Being a Supervisor	CCM	3.00
20	Cyber Security for Municipalities	CCM	3.00
21	Active Shooter Training	Town of Bloomfield	2.00
22	Considering TIF? Lessons From Early Adopters	CCM	1.50
23	Anti Harassment Training (Connecticut)	ESI- Employee Assistance Program	2.00
24	Culture of Civility: Creating a Harassment Free Workplace (CT)	ESI- Employee Assistance Program	2.00
25	Workplace Harassment & Abusive Conduct Preventions for Supervisors	ESI- Employee Assistance Program	2.67
26	New Supervisor Fundamentals	ESI- Employee Assistance Program	1.00
27	Ethics for Managers	ESI- Employee Assistance Program	1.00
28	Customer Service Communication Skills	ESI- Employee Assistance Program	1.00
29	Ethical Behavior for Local Government	CIRMA	1.00
30	Dealing with the Media	CIRMA	1.00
31	Handling Difficult Customers for Local Government	CIRMA	1.00
32	Supervisor Skills	CIRMA	1.00
33	Dealing with Angry Employees	CIRMA	1.00
34	Risks of Social Media in the Workplace	CIRMA	2.00
35	Violence in the Workplace	CIRMA	1.00
36	Navigating the ADA, FMLA, and Workers Compensation Maze	CCM	1.00 (1 hour of a 3 hour workshop approved)
37	CCM CARES Achieving Racial Equality: National Experts Discuss Local Opportunities	CCM	2.00
38	FOIA for Municipal Personnel, Boards and Commissions	CCM	3.00
39	Community Engagement	CCM	2.00
40	Cyber Security and Social Media	CIRMA	3.00
41	Tolland/Windham County Collectors' Association	Tolland/Windham Country Assoc.	1.50
42	Internal Controls and Loss Prevention	Public Treasury Insitute	2.00
43	Developing an Effective Internal Control System	Public Treasury Insitute	2.00
44	Implementing and Maintaining Your Internal Control System	Public Treasury Insitute	2.00
45	Ethics 101	State of CT Office of State Ethics	0.50
46	Time's Up On Sexual Harrassment	Sinclair Risk & Financial Management	2.00
47	Sexual Harassment Prevention Education Training	Shipman & Goodwin	2.00
48	CONCORD/State Statutes, Municipal Lien Filing (L Goslee/C Hamel)	CTx (3/25/2021)	2.50
49	Sexual Harassment Training (Town of New Fairfield)	Learning Dynamics	2.00
50	Civilian Response to Active Shooters (Town of New Fairfield)	Learning Dynamics	2.00
51	Tax Collector Forms, Notices and Other Documents (L Goslee/C Hamel)	Litcfhfield County	2.50
52	Fraud Prevention and Internal Controls (Lisa Biagiarelli)	CCMC Committee (3/13/2021)	5.00
53	Sexual Harrassment Training (Attorney C. George)	New Fairfield	2.00

54 Freedom of Information	CT FOI Commission	2.50
55 Jeopardy (Pat Monahan)	Hartford County Tax Coll. Assoc.	1.00
56 Legislation (David Kluczowski)	Tolland/Windham County Assoc.	2.00
57 Sale of Land for Taxes (Lisa Biagiarelli)	CTx (Stratford, 5/5/2017)	6.00
58 QDS- Spring User Group meeting (2021)	QDS (Hartford & Tolland/Windham)	2.00
59 CTx Conf. 5/2021- Bankruptcy (Adam Cohen)	CTx	2.00
60 CTx Conf. 5/2021- Title Searches (Adam & Joseph Sanfilippo)	CTx	1.00
61 CTx Conf. 5/2021- CCMC Re-Certification (John Rainaldi)	CTx	1.00
62 CTx Conf. 5/2021- DMV (Gayl Murphy)	CTx	2.00
63 CTx Conf. 5/2021- Probate (Matthew Greene)	CTx	1.00
64 CTx Conf. 5/2021- Jeopardy (Pat Monahan)	CTx	1.00
65 CTx Conf. 5/2021- Freedom of Information (Mark Sommaruga)	CTx	2.00
66 CTx Conf. 5/2021- Legislative (William Donlin & David Kluczowski)	CTx	1.00
67 CTx Conf. 5/2021- Personal Property (Mary Gardner)	CTx	1.00
68 CONCORD/State Statutes, Municipal Lien Filing (C Hamel/L Goslee)	CTx	2.00
69 R Walsh Associates- Spring User Group meeting	R. Walsh Assoc. (Tolland/Windham)	2.00
70 QDS- Spring User Group meeting (2017)	QDS	2.00
71 QDS- Spring User Group meeting (2018)	QDS	2.00
72 QDS- Spring User Group meeting (2019)	QDS	2.00
73 QDS- Spring User Group meeting (2021)	QDS	2.00
74 Legislation (David Kluczowski)	All County Associations	2.00
75 Collection Activities/Maintaining Operations During COVID-19	Faifield County	2.00
76 Internal Controls (Lisa Biagiarelli) (Condensed Version)	All County Associations	2.00
77 Sexual Harassment Prevention Training	Berchem Moses	2.00
78 Exceptional Customer Service	Cigna Health	1.00
79 Customer Service for Municipal Personnel	CCM	3.00
80 Fraud Prevention and Internal Controls (Lisa Biagiarelli)	County Associations	2.00
81 Legislation (Mike Duggan)	County Associations	1.00
82 Records Retention & Destruction	NRTCTA (10/2021)	1.50
83 First Amendment Audits	NRTCTA (10/2021)	2.00
84 Ethics for Municipal Officials	NRTCTA (10/2021)	2.00
85 Collecting Taxes During a Pandemic	NRTCTA (10/2021)	2.00
86 Legal Panel- Avoiding Court, Rights on the Job, Cannabis Legislation Update	NRTCTA (10/2021)	2.00
87 State & Local Government Revenues & Racial Disparities	NRTCTA (10/2021)	1.50
88 Personal Property 101 (10/2021 County meeting)	Litchfield County (LCTCA)	1.50
89 Legislature & Tax Collecting Q&A (11/18/2021, CTx meeting)	CTx	2.50
90 Legislative Update (3/2022, CTx seminar)	CTx	1.00
91 Tax Sales (3/2022, CTx seminar)	CTx	2.00
92 Counterfeit Monday (3/2022, CTx seminar)	CTx	1.00
93 Bankruptcy and the Tax Office (3/2022, CTx seminar)	CTx	2.00
94 Nuts & Bolts (Statutes, Enforcement, Etc.) (3/2022, CTx seminar)	CTx	2.00
95 DMV (3/2022, CTx seminar)	CTx	2.00
96 Customer Service After COVID (3/2022, CTx seminar)	CTx	1.00
97 Ownership, Transfers, Field Cards and Maps (3/2022 CTx seminar)	CTx	2.00
98 Cashier Training for Governments/Cashier & Supervisor Training	Public Treasury Institute	3.00

99 Time's Up Act (Sexual Harrassment Training) (Norwich)	Behavioral Health Consultants	2.00
100 Preparing for the Audit (Lisa Biagiarelli)	CCMC Committee	4.00
101 The Municipal Budget Process (Lisa Biagiarelli)	CCMC Committee	4.00
102 Collecting with State Mashals/Constables and Collection Agencies	HCTCA	1.50
103 Fairfield County, Condensed Roadshow	FCTCA	1.50
104 Risks of Not Promoting a Fair and Equitable Workplace	CCM Convention	1.00
105 Toot Your Own Horn (C Vikstrom)	LCTCA	1.00
106 First Amendment Audit (3/25/2022)	CTx	2.50
107 Sexual Harrassment Prevention Training	CT Comm on Human Rights & Opportunities	2.00
108 Municipalt Budgeting 101	CCM	1.50
109 Organizational Presentation- Retention/Audit Prep	Litchfield County, 3/17/2022	1.50
110 CONCORD- Using the New UCC Online Program	CTx (March 2022 seminar)	2.00
111 Customer Service for Municipal Personnel	CCM	2.00
112 State Marshal Processing	Middlesex County, 4/12/2022	1.00
113 DMV & CIVLS (CTx May 19, 2022 meeting)	CTx	2.50
114 CCMC Course I Lecture, Session 1 (C. Hamel and L. Goslee)	CCMC	2.00
115 CCMC Course I Lecture, Session 2 (C. Hamel and L. Goslee)	CCMC	2.00
116 CCMC Course I Lecture, Session 3 (C. Hamel and L. Goslee)	CCMC	2.00
117 CCMC Course I Lecture, Session 4 (C. Hamel and L. Goslee)	CCMC	2.00
118 CCMC Course I Lecture, Session 5 (C. Hamel and L. Goslee)	CCMC	2.00
119 CCMC Course I Lecture, Session 6 (C. Hamel and L. Goslee)	CCMC	2.00
120 Office Security and Personal Safety (Litchfield County)	LCTCA	1.50
121 QDS- Spring User Group meeting (2022)	FCTCA	2.00
122 Best Practices and Policies for Cashiers and Supervisors (2022)	Public Treasury Insitute	3.00
123 Records Retention and Management	CCM	1.50
124 Identifying and Resolving Ethical Dilemmas	New Haven County	2.00
125 Risk Management: Risks of Not Promoting and Fair and Equitable Workplace	NRTCTA (8/2022)	2.00
126 Knowledge Transfer- Succession Planning	NRTCTA (8/2022)	1.50
127 Interim Reporting & Reconciliation Procedures	NRTCTA (8/2022)	2.50
128 State Marshal Processing	LCTCA	1.00
129 Cyber Security Strategies for Municipalities	FCTCA	2.00
130 Identifying and Resolving Ethical Dilemmas	NRTCTA (8/2022)	1.50
131 FOI for Municipal Finance Officials (Tax Office)	NRTCTA (8/2022)	1.00