

CCMC Committee**Approved Courses for Recertification Credit**

As of: Saturday, December 17, 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: ccmchair@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.

| # | Approved Workshop | Sponsoring Organization | Years | Hours |
|----|---|---|------------------------|-------|
| 1 | Best Practices and Policies for Cashiers and Supervisors | Public Treasury Insitute | Years 2021 and earlier | 3.00 |
| 2 | Sexual Harrassment Prevention Training | CT Commission on Human Rights and Opportunities | Years 2021 and earlier | 2.00 |
| 3 | CTx Spring Meetings/CTx Fall Meetings | CTx | Years 2020 and earlier | 2.00 |
| 4 | CCMC Roadshows | CCMC | All years | 4.00 |
| 5 | CTx County Association Meetings (2017-2020) | County Associations | Years 2020 and earlier | 2.00 |
| 6 | CTx Seminar (Full-day Sessions) | CTx | Years 2020 and earlier | 5.00 |
| 7 | CTx Seminar (Half-day sessions) | CTx | Years 2020 and earlier | 2.00 |
| 8 | Northeast Tax Collectors' Association Seminar (Full-day sessions) | Northeast Tax Collectors' Association | Years 2020 and earlier | 5.00 |
| 9 | Northeast Tax Collectors' Association Seminar (Half-day sessions) | Northeast Tax Collectors' Association | Years 2020 and earlier | 2.00 |
| 10 | Preventing Sexual Harrassment for Supervisors and Staff | CIRMA | Years 2021 and earlier | 2.00 |
| 11 | Ethics, Accountability and Conflicts of Interest | CCM | Years 2021 and earlier | 2.00 |
| 12 | Webinar: A Practical Guide to MERA | CCM | Years 2021 and earlier | 1.00 |
| 13 | Webinar: Records Retention & Management | CCM | Years 2021 and earlier | 1.00 |
| 14 | Excel 101 | CCM | Years 2021 and earlier | 3.00 |

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| 15 | Time Management 101 | CCM | Years 2021 and earlier | 3.00 |
| 16 | 2019 Municipal Budgets | CCM | 2019 | 3.00 |
| 17 | Freedom of Information Act for Municipal Personnel, Boards & Commissions | CCM | Years 2021 and earlier | 3.00 |
| 18 | Customer Service | CCM | Years 2021 and earlier | 3.00 |
| 19 | The Nuts and Bolts of Being a Supervisor | CCM | Years 2021 and earlier | 3.00 |
| 20 | Cyber Security for Municipalities | CCM | Years 2021 and earlier | 3.00 |
| 21 | Active Shooter Training | Town of Bloomfield | Years 2021 and earlier | 2.00 |
| 22 | Considering TIF? Lessons From Early Adopters | CCM | Years 2021 and earlier | 1.50 |
| 23 | Anti Harassment Training (Connecticut) | ESI- Employee Assistance Program | Years 2021 and earlier | 2.00 |
| 24 | Culture of Civility: Creating a Harassment Free Workplace (CT) | ESI- Employee Assistance Program | Years 2021 and earlier | 2.00 |
| 25 | Workplace Harassment & Abusive Conduct Preventions for Supervisors | ESI- Employee Assistance Program | Years 2021 and earlier | 2.67 |
| 26 | New Supervisor Fundamentals | ESI- Employee Assistance Program | Years 2021 and earlier | 1.00 |
| 27 | Ethics for Managers | ESI- Employee Assistance Program | Years 2021 and earlier | 1.00 |
| 28 | Customer Service Communication Skills | ESI- Employee Assistance Program | Years 2021 and earlier | 1.00 |
| 29 | Ethical Behavior for Local Government | CIRMA | Years 2021 and earlier | 1.00 |
| 30 | Dealing with the Media | CIRMA | Years 2021 and earlier | 1.00 |
| 31 | Handling Difficult Customers for Local Government | CIRMA | Years 2021 and earlier | 1.00 |
| 32 | Supervisor Skills | CIRMA | Years 2021 and earlier | 1.00 |
| 33 | Dealing with Angry Employees | CIRMA | Years 2021 and earlier | 1.00 |
| 34 | Risks of Social Media in the Workplace | CIRMA | Years 2021 and earlier | 2.00 |
| 35 | Violence in the Workplace | CIRMA | Years 2021 and earlier | 1.00 |
| 36 | Navigating the ADA, FMLA, and Workers Compensation Maze | CCM | Years 2021 and earlier | 1.00 (1 hour of a 3 hour workshop approved) |
| 37 | CCM CARES Achieving Racial Equality: National Experts Discuss Local Opportunities | CCM | Years 2021 and earlier | 2.00 |
| 38 | FOIA for Municipal Personnel, Boards and Commissions | CCM | Years 2021 and earlier | 3.00 |
| 39 | Community Engagement | CCM | Years 2021 and earlier | 2.00 |
| 40 | Cyber Security and Social Media | CIRMA | Years 2021 and earlier | 3.00 |
| 41 | Tolland/Windham County Collectors' Association | Tolland/Windham Country Assoc. | 2/25/2021 | 1.50 |
| 42 | Internal Controls and Loss Prevention | Public Treasury Insitute | Years 2021 and earlier | 2.00 |
| 43 | Developing an Effective Internal Control System | Public Treasury Insitute | Years 2021 and earlier | 2.00 |
| 44 | Implementing and Maintaining Your Internal Control System | Public Treasury Insitute | Years 2021 and earlier | 2.00 |
| 45 | Ethics 101 | State of CT Office of State Ethics | Years 2021 and earlier | 0.50 |
| 46 | Time's Up On Sexual Harrassment | Sinclair Risk & Financial Management | Years 2021 and earlier | 2.00 |
| 47 | Sexual Harassment Prevention Education Training | Shipman & Goodwin | Years 2021 and earlier | 2.00 |
| 48 | CONCORD/State Statutes, Municipal Lien Filing (L Goslee/C Hamel) | CTx (3/25/2021) | 3/25/2021 | 2.50 |
| 49 | Sexual Harassment Training (Town of New Fairfield) | Learning Dynamics | Years 2021 and earlier | 2.00 |
| 50 | Civilian Response to Active Shooters (Town of New Fairfield) | Learning Dynamics | Years 2021 and earlier | 2.00 |
| 51 | Tax Collector Forms, Notices and Other Documents (L Goslee/C Hamel) | Litchfield County | Years 2021 and earlier | 2.50 |
| 52 | Fraud Prevention and Internal Controls (Lisa Biagiarelli) | CCMC Committee (3/13/2021) | 3/13/2021 | 5.00 |
| 53 | Sexual Harrassment Training (Attorney C. George) | New Fairfield | 2021 | 2.00 |
| 54 | Freedom of Information | CT FOI Commission | Years 2021 and earlier | 2.50 |
| 55 | Jeopardy (Pat Monahan) | Hartford County Tax Coll. Assoc. | 4/22/2021 | 1.00 |
| 56 | Legislation (David Kluczowski) | Tolland/Windham County Assoc. | 2021 | 2.00 |
| 57 | Sale of Land for Taxes (Lisa Biagiarelli) | CTx (Stratford, 5/5/2017) | Years 2021 and earlier | 6.00 |
| 58 | QDS- Spring User Group meeting (2021) | QDS (Hartford & Tolland/Windham) | 2020 | 2.00 |
| 59 | CTx Conf. 5/2021- Bankruptcy (Adam Cohen) | CTx | May 2021 | 2.00 |
| 60 | CTx Conf. 5/2021- Title Searches (Adam & Joseph Sanfilippo) | CTx | May 2021 | 1.00 |
| 61 | CTx Conf. 5/2021- CCMC Re-Certification (John Rainaldi) | CTx | May 2021 | 1.00 |
| 62 | CTx Conf. 5/2021- DMV (Gayl Murphy) | CTx | May 2021 | 2.00 |
| 63 | CTx Conf. 5/2021- Probate (Matthew Greene) | CTx | May 2021 | 1.00 |
| 64 | CTx Conf. 5/2021- Jeopardy (Pat Monahan) | CTx | May 2021 | 1.00 |
| 65 | CTx Conf. 5/2021- Freedom of Information (Mark Sommaruga) | CTx | May 2021 | 2.00 |

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| 66 CTx Conf. 5/2021- Legislative (William Donlin & David Kluczwski) | CTx | May 2021 | 1.00 |
| 67 CTx Conf. 5/2021- Personal Property (Mary Gardner) | CTx | May 2021 | 1.00 |
| 68 CONCORD/State Statutes, Municipal Lien Filing (C Hamel/L Goslee) | CTx | May 2021 | 2.00 |
| 69 R Walsh Associates- Spring User Group meeting | R. Walsh Assoc. (Tolland/Windham) | Years 2021 and earlier | 2.00 |
| 70 QDS- Spring User Group meeting (2017) | QDS | 2017 | 2.00 |
| 71 QDS- Spring User Group meeting (2018) | QDS | 2018 | 2.00 |
| 72 QDS- Spring User Group meeting (2019) | QDS | 2019 | 2.00 |
| 73 QDS- Spring User Group meeting (2021) | QDS | 2021 | 2.00 |
| 74 Legislation (David Kluczwski) | All County Associations | 2021 | 2.00 |
| 75 Collection Activities/Maintaining Operations During COVID-19 | Fairfield County | 2021 | 2.00 |
| 76 Internal Controls (Lisa Biagiarelli) (Condensed Version) | All County Associations | Years 2021 and earlier | 2.00 |
| 77 Sexual Harassment Prevention Training | Berchem Moses | Years 2021 and earlier | 2.00 |
| 78 Exceptional Customer Service | Cigna Health | Years 2021 and earlier | 1.00 |
| 79 Customer Service for Municipal Personnel | CCM | Years 2021 and earlier | 3.00 |
| 80 Fraud Prevention and Internal Controls (Lisa Biagiarelli) | County Associations | Years 2021 and earlier | 2.00 |
| 81 Legislation (Mike Duggan) | County Associations | Years 2021 and earlier | 1.00 |
| 82 Records Retention & Destruction | NRTCTA (10/2021) | October 2021 | 1.50 |
| 83 First Amendment Audits | NRTCTA (10/2021) | October 2021 | 2.00 |
| 84 Ethics for Municipal Officials | NRTCTA (10/2021) | October 2021 | 2.00 |
| 85 Collecting Taxes During a Pandemic | NRTCTA (10/2021) | October 2021 | 2.00 |
| 86 Legal Panel- Avoiding Court, Rights on the Job, Cannabis Legislation Update | NRTCTA (10/2021) | October 2021 | 2.00 |
| 87 State & Local Government Revenues & Racial Disparities | NRTCTA (10/2021) | October 2021 | 1.50 |
| 88 Personal Property 101 (10/2021 County meeting) | Litchfield County (LCTCA) | October 2021 | 1.50 |
| 89 Legislature & Tax Collecting Q&A (11/18/2021, CTx meeting) | CTx | 11/18/2021 | 2.50 |
| 90 Legislative Update (3/2022, CTx seminar) | CTx | March 2022 | 1.00 |
| 91 Tax Sales (3/2022, CTx seminar) | CTx | March 2022 | 2.00 |
| 92 Counterfeit Monday (3/2022, CTx seminar) | CTx | March 2022 | 1.00 |
| 93 Bankruptcy and the Tax Office (3/2022, CTx seminar) | CTx | March 2022 | 2.00 |
| 94 Nuts & Bolts (Statutes, Enforcement, Etc.) (3/2022, CTx seminar) | CTx | March 2022 | 2.00 |
| 95 DMV (3/2022, CTx seminar) | CTx | March 2022 | 2.00 |
| 96 Customer Service After COVID (3/2022, CTx seminar) | CTx | March 2022 | 1.00 |
| 97 Ownership, Transfers, Field Cards and Maps (3/2022 CTx seminar) | CTx | March 2022 | 2.00 |
| 98 Cashier Training for Governments/Cashier & Supervisor Training | Public Treasury Institute | 2022 | 3.00 |
| 99 Time's Up Act (Sexual Harrassment Training) (Norwich) | Behavioral Health Consultants | 2022 | 2.00 |
| 100 Preparing for the Audit (Lisa Biagiarelli) | CCMC Committee | 2022 | 4.00 |
| 101 The Municipal Budget Process (Lisa Biagiarelli) | CCMC Committee | 2022 | 4.00 |
| 102 Collecting with State Marshals/Constables and Collection Agencies | HCTCA | 2022 | 1.50 |
| 103 Fairfield County, Condensed Roadshow | FCTCA | 2022 | 1.50 |
| 104 Risks of Not Promoting a Fair and Equitable Workplace | CCM Convention | 2022 | 1.00 |
| 105 Toot Your Own Horn (C Vikstrom) | LCTCA | 2022 | 1.00 |
| 106 First Amendment Audit (3/25/2022) | CTx | 3/25/2022 | 2.50 |
| 107 Sexual Harrassment Prevention Training | CT Comm on Human Rights & Opportunities | 2022 | 2.00 |
| 108 Municipal Budgeting 101 | CCM | 2022 | 1.50 |
| 109 Organizational Presentation- Retention/Audit Prep | Litchfield County, 3/17/2022 | 3/17/2022 | 1.50 |
| 110 CONCORD- Using the New UCC Online Program | CTx (March 2022 seminar) | March 2022 | 2.00 |
| 111 Customer Service for Municipal Personnel | CCM | 2022 | 2.00 |
| 112 State Marshal Processing | Middlesex County, 4/12/2022 | 4/12/2022 | 1.00 |
| 113 DMV & CIVLS (CTx May 19, 2022 meeting) | CTx | 5/19/2022 | 2.50 |
| 114 CCMC Course I Lecture, Session 1 (C. Hamel and L. Goslee) | CCMC | 2022 | 2.00 |
| 115 CCMC Course I Lecture, Session 2 (C. Hamel and L. Goslee) | CCMC | 2022 | 2.00 |
| 116 CCMC Course I Lecture, Session 3 (C. Hamel and L. Goslee) | CCMC | 2022 | 2.00 |

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| 117 | CCMC Course I Lecture, Session 4 (C. Hamel and L. Goslee) | CCMC | 2022 | 2.00 |
| 118 | CCMC Course I Lecture, Session 5 (C. Hamel and L. Goslee) | CCMC | 2022 | 2.00 |
| 119 | CCMC Course I Lecture, Session 6 (C. Hamel and L. Goslee) | CCMC | 2022 | 2.00 |
| 120 | Office Security and Personal Safety (Litchfield County) | LCTCA | 2022 | 1.50 |
| 121 | QDS- Spring User Group meeting (2022) | FCTCA | 2022 | 2.00 |
| 122 | Best Practices and Policies for Cashiers and Supervisors (2022) | Public Treasury Insitute | 2022 | 3.00 |
| 123 | Records Retention and Management | CCM | 2022 | 1.50 |
| 124 | Identifying and Resolving Ethical Dilemmas | New Haven County | 2022 | 2.00 |
| 125 | Risk Management: Risks of Not Promoting and Fair and Equitable Workplace | NRTCTA (8/2022) | August 2022 | 2.00 |
| 126 | Knowledge Transfer- Succession Planning | NRTCTA (8/2022) | August 2022 | 1.50 |
| 127 | Interim Reporting & Reconciliation Procedures | NRTCTA (8/2022) | August 2022 | 2.50 |
| 128 | State Marshal Processing | LCTCA | 2022 | 1.00 |
| 129 | Cyber Security Strategies for Municipalities | FCTCA | 2022 | 2.00 |
| 130 | Identifying and Resolving Ethical Dilemmas | NRTCTA (8/2022) | August 2022 | 1.50 |
| 131 | FOI for Municipal Finance Officials (Tax Office) | NRTCTA (8/2022) | August 2022 | 1.00 |
| 132 | Communicating Effectively with the Elderly | New Haven County | November 2022 | 2.00 |
| 133 | Using Bank Branches as Satellite Tax Payment Locations | Norwalk Tax Collector's Office | December 2022 | 1.50 |
| 134 | Assignment of Liens | Hartford County Tax Coll. Assoc. | October 2022 | 1.50 |
| 135 | Refunds | Middlesex County TCA | April 2023 | 2.00 |
| 136 | What Municipal Officials Should Know About Cybersecurity | NRTCTA (8/2022) | August 2022 | 1.00 |
| 137 | Fraud Prevention & Internal Controls for Municipal Tax Collectors & Treasurers | Northeast Regoinal TCA | January 2023 | 2.50 |
| 138 | Gemni User Group- Spring 2022 | Gemni Software | April 2022 | 2.00 |
| 139 | Motor Vehicle Assessment Bill (Presented by CTDMMV) | CTx Fall Meeting | November 2022 | 2.00 |
| 140 | Developing, Implementing Maintaining Your Internal Control System | Public Treasury Institute | September 2021 | 3.00 |