

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

As of: Saturday, March 27, 2021

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 State Statutes, Municipal Lien Filing	CTx (Carla Hamel/Launa Goslee)	2.00
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	Litcfhfield Cty (Launa Goslee/Carla Hamel)	2.50