

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

As of: Saturday, April 2, 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         |

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| 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  |

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| 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 |

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| 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 |