



CERTIFIED CONNECTICUT MUNICIPAL
TAX COLLECTORS' COMMITTEE

John Rainaldi, CCMC, CCMA II, Ellington
Lisa A. Biagiarelli, CCMC, Norwalk
David Kluczowski, CCMC, Fairfield
Lisa Madden, CCMC, Windham
Beth Hamel, CCMC, Harwinton
Launa Goslee, CCMC, Torrington
Jennifer L. Gauthier, CCMA II, OPM

July 1, 2024

RE: CCMC Courses, fall 2024

The CCMC Committee will offer CCMC Courses for the fall 2024 term. Registration will open on July 15, 2024. Changes to the courses or schedules may occur with little or no notice if deemed necessary by the CCMC Committee. All courses are subject to the usual registration requirements. We ask that everyone interested in attending a course review their schedule before registering. Do not register for a course if you are not certain you can attend.

The CCMC Committee is now allowing students who have not taken CCMC Course I yet to take CCMC Course IV as their first course. The CCMC Committee recommends that students with less than six months experience in a tax office consider taking Course IV first.

Beginning July 15th, all course registrations must be made online at this link:

<https://ccmctax.org/registration/>

Tuition is \$300.00 per course for Courses I, II, III or IV; there is an additional \$100.00 printing fee for printed materials for Course I only; tuition is \$100.00 for the Precourse.

If you do not pay online, you may mail your tuition payment to: Lisa Madden, Clerk, CCMC Committee, c/o Town of Windham, 979 Main Street, Willimantic, CT 06226.

The course schedules are attached. Please feel free to contact the CCMC Committee or your course instructors if you have any questions or need anything. You may contact any of the CCMC Committee members, or the CCMC Course instructors if you have questions, or you may send an email to ccmcchair@gmail.com.

We wish you well. Thank you.

Sincerely,

John Rainaldi
CCMC Committee Chair

CCMC FALL 2024 COURSE SCHEDULE

(Courses could change without notice, depending on enrollment and other circumstances) The final exam will be held at the last session in each course.

Precourse: The Precourse will be held at the Berlin Community Center, 230 Kensington Road, Berlin, CT 06037 on Wednesday, September 4, 2024, from 9:30 AM to 4:00 PM. There will be a lunch break, students are advised to bring lunch. Instructors: Ana LeGassey and David Greaves.

CCMC Course I: Course I will be held at the Watertown Hall Council Chambers 61 Echo Lake Rd Watertown CT 06795 Course I will be held from 9:30 AM to 12:30 PM on the following dates: Thursday, September 12th; Thursday, September 19th; Thursday, September 26th; Thursday, October 3rd; Tuesday, October 8th; Tuesday, October 15th; no class the third week of October; Tuesday, October 29th; and Thursday, November 7th (final exam). Please note the specific dates for this course as the day of the week varies. Instructors: Launa Goslee and Carla Hamel.

CCMC Course II: Course II will be held at the Berlin Community Center, 230 Kensington Road, Berlin, CT 06037 Course II will be held from 10:00 AM to 1:00 PM on Wednesday, August 28th; from 10:00 AM to 4:30 PM on Wednesday, September 4th; from 10:00 AM to 1:00 PM on Wednesday, September 11th; from 10:00 AM to 4:30 PM on Wednesday, September 18th; from 10:00 AM to 1:00 PM on Wednesday September 25th; and from 10:00 AM to 1:00 PM on Wednesday, October 2nd. (final exam). Please note the specific dates and times for this course as the times vary. Instructors: Peter Juszczynski and Beth Hamel.

CCMC Course III: Course III will be held at the Berlin Community Center, 230 Kensington Road, Berlin, CT 06037, but two sessions will be virtual. Course III will be held from 10:30 AM to 1:30 PM on Thursday, September 12th; from 10:30 AM to 1:30 PM on Thursday, September 19th; from 10:30 AM to 5:00 PM (with a half hour lunch) on Thursday, September 26th; virtual classes will be held from 10:30 AM to 1:30 PM on October 3rd and October 10th; from 10:30 AM to 1:30 PM on Thursday, October 17th; from 10:30 AM to 1:30 PM on Thursday, October 24th; from 10:30 AM to 1:30 PM on Thursday, October 31st; and from 10:30 AM to 1:30 PM on Thursday, November 7th; (final Exam). Instructors: Lisa Biagiarelli and Lisa Madden.

CCMC Course IV: Course IV will be held at the Berlin Community Center, 230 Kensington Road, Berlin, CT 06037. Course IV will be held from 9:30 AM to 2:30 PM on Thursday, September 19th; Thursday, September 26th; Thursday, October 3rd; and Thursday, October 10th. The final two weeks held on Thursday, October 17th and Thursday, October 24th (Final Exam) will be from 9:30 AM to 12:30 PM. Instructors: David Kluczowski and J. Stacey Yarbrough.

Any students who do not pass the course final exam are eligible for one retake of the course final exam. The course instructors will determine the date of the exam retake for their course, there is no universal retake date this term. Scheduled Final exam dates cannot be rescheduled for any reason. Any student who misses the scheduled final exam or scheduled final exam retake for their course will have to wait until the spring 2025 to take or retake the exam.

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