



CERTIFIED CONNECTICUT MUNICIPAL COLLECTORS' COMMITTEE

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On behalf of the CCMC Committee, I am writing to you today with an update on the CCMC Committee's recent activities. The CCMC Committee, along with our CCMC Course Instructors, and CTx Education Committee members have been working on the list of approved workshops, and on providing more educational workshop offerings for you.

The information you will need for the spring 2021 CCMC Courses, the approved workshops for recertification hours, upcoming educational opportunities, and other issues involving the recertification process are available at our new CCMC Committee website at:

<https://ccmctax.org/>

We recommend you check this website frequently as things can change frequently, and the website will be updated accordingly.

We have compiled (with a great deal of much-appreciated help from Lisa Madden, thank you Lisa!) a listing of what we have been able to determine for continuing education credit hours earned by most of our CCMC designees. This list was tabulated from the information available to the committee from CTx seminar attendance records, Roadshow attendance records, and CTx Spring and Fall meeting attendance records. It is not a complete list as many CCMC's have attended other workshops through other organizations that were not able to be included in this tabulation, such as Northeast Tax Collectors' Association meetings, CCM or CIRMA workshops that have been approved, etc. We have this information available for you, and we are working on having it posted to secure, sign-in website for you. We should have more information on that soon. You can email ccmcchair@gmail.com if you are interested in what is listed for you, though we recommend you go through your own records first so that you can compare what your records indicate to what the Committee's records indicate.

The Committee is in the process of setting up more educational opportunities for you as well. We have had many questions from people who have concerns about being able to meet the fifty hour requirement in their five year recertification period, especially people who must recertify by December 2021. Many people are concerned about having to be out of their office while taking workshops, and about the cost of the workshops and the impact of that cost on their office budget. The Committee is planning to offer workshops on Saturdays and in the evenings so they will not interfere with your workday. We also plan to offer these workshops at a low price of \$5 per credit hour. We realize there are other organizations who are offering workshops at

considerably higher prices, and you are all free to take any approved workshop you wish, however a higher cost of a workshop does not make it more likely to be approved. The Committee feels that by offering workshops at a lower cost, we can hopefully provide your office budget with some relief. We have a workshop scheduled for Saturday, March 13, 2021 scheduled, with Lisa Biagiarelli presenting a five-hour workshop on Internal Controls. This will be a five-hour workshop offered via gotomeeting.com from 10:00 AM to 3:30 PM, with a lunch break in the middle. There will be information about how to register for this workshop available very soon. We are planning more workshops in this format as well.

We will also offer our usual Roadshows on weekdays as well; these will also be offered through remote, distance learning.

We invite you to submit any workshops you would like us to consider for recertification credit hours. You can submit these by email to ccmcchair@gmail.com. When submitting workshops for credit hour consideration, please provide as much information as you can about the workshop. You should include the flyer or syllabus (or PowerPoint presentation if you have it), the organization who is offering the workshop, the dates of offering, the cost of the workshop, the number of hours of the workshop, and if available the names and bios of the instructors. We remind you that to be approved for recertification hours, the workshop must be related to operations of a property tax collection office. The Committee has had some requests for workshops that we felt we could not approve because they did not relate to what we do on a regular basis in our offices.

We have created the form that will need to be completed to recertify, and that form is available on the CCMC Committee's website. The recertification fee is \$20.00, which should be submitted with your recertification application and verification of attendance for the workshops listed on your application.

We recommend that if you are due to recertify in 2021, you begin tabulating your hours as soon as possible, and make sure you have 50 hours by December. We cannot give extensions on recertification. Once you have 50 hours, we recommend you submit your application, fee and verification of attendance as soon as possible. We strongly recommend you do not wait until December to tabulate and complete your application, please give yourself a few month's leeway in case there is an issue.

Please share this information with all of the people in your office if they are not on the hotline email list, or if they are not members of CTx, or if they are retirees that you are in contact with. We want to be sure this information reaches everyone.

We hope this gives you some additional guidance. If you have questions or need anything else, feel free to contact any members of the committee, or email ccmcchair@gmail.com and we will be able to assist you. Thank you.