Connecticut eRegulations System — Tracking Number PR2020-004 — Posted 12/10/2020

Connecticut Secretary of the State
Authenticated Electronic Legal Material

Secretary of the State File Number
6328

Regulation of the

Office of Policy and Management

Concerning

Certification of Tax Collectors

Regulations adopted after July 1, 2013, become effective upon posting to the Connecticut eRegulations System, or at a later date if specified within the regulation.

Posted to the Connecticut eRegulations System on **December 10, 2020**

EFFECTIVE DATE
December 10, 2020

Approved by the Attorney General on
October 29, 2020

Approved by the Legislation Regulation Review Committee on
November 24, 2020

Electronic copy with agency head certification statement electronically submitted to and received by the Office of the Secretary of the State on
December 7, 2020

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Form ICM-ECOPY (NEW 6/2015)
State of Connecticut
Secretary of the State

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IMPORTANT NOTICE FOR CONNECTICUT STATE AGENCIES
This form should be used only for regulations first noticed *on and after March 23, 2015.*

Electronic Copy Certification Statement

(Submitted in accordance with the provisions of section 4-172 of the Connecticut General Statutes)

Regulation of the
Office of Policy and Management
Concerning
Certification of Tax Collectors

Approved by the Legislative Regulation Review Committee: **November 24, 2020**
eRegulations System Tracking Number: **PR2020-004**

I hereby certify that the electronic copy of the above-referenced regulation submitted herewith to the Secretary of the State is a true and accurate copy of the regulation approved in accordance with sections 4-169 and 4-170 of the *Connecticut General Statutes*.

And I further certify that in accordance with the approval of Legislative Regulation Review Committee, all required technical corrections, page substitutions and deletions, if any, have been incorporated into said regulation.

In testimony whereof, I have hereunto set my hand on **this 7th day of December, 2020**.

Martin L. Heft
Acting Undersecretary
Office of Policy and Management

State of Connecticut Regulation of
Office of Policy and Management Concerning
Certification of [Assessors and] Tax Collectors

Section 1. Sections 12-130a-1 to 12-130a-5, inclusive, of the Regulations of Connecticut State Agencies are amended to read as follows:

Sec. 12-130a-1. [Tax collector certification] Definitions

[Competence in tax collection administration in the State of Connecticut shall be evidenced by a Connecticut Certified Municipal Collector (C.C.M.C.) designation. Such designation shall be awarded by the Secretary of the Office of Policy and Management to candidates who are recommended by the Certified Connecticut Municipal Collector Committee (hereinafter referred to as the Committee), the members of which are appointed by said Secretary in accordance with the provisions of Section 12-130a of the Connecticut General Statutes. No candidate shall be recommended by the Committee for the C.C.M.C. designation, unless he has passed the comprehensive examination pursuant to Section 12-130a-4, and has fulfilled a three year municipal tax collection experience requirement, pursuant to Section 12-130a-5.]

As used in sections 12-130a-1 to 12-130a-8, inclusive, of the Regulations of Connecticut State Agencies, the following terms have the meaning ascribed to them in this section, unless the context clearly indicates otherwise:

(1) "Application" means a written request made in the form and manner as prescribed by the Committee;

(2) "Appellant" means a person aggrieved by a decision of the Committee;

(3) "CCMC" means Certified Connecticut Municipal Collector;

(4) "Committee" means the Certified Connecticut Municipal Collector Committee, the members of which are appointed in accordance with the provisions of Section 12-130a of the Connecticut General Statutes;

(5) "Payment" means the remittance of a required fee to the Committee in coins or currencies of the United States, made in the form of a bank check, certified check, money order or any other form of payment acceptable to the Committee; and

(6) "Secretary" means the Secretary of the Office of Policy and Management.

Sec. 12-130a-2. [Eligibility requirements] Collector Certification

[A person may satisfy the eligibility requirements for taking the comprehensive examination by either of the following methods:

(a) Regular Method: successfully complete the prescribed training program consisting of three basic courses:

C.C.M.C. I- Introduction to Connecticut Tax Collection Administration and Law

C.C.M.C. II- Municipal Finance Administration and Management

C.C.M.C. III- Connecticut Government, Supervision and Public Relations

(1) In order to be eligible to take the comprehensive examination a passing grade in each of the three basic course examinations, must have been received.

(2) Anyone who fails a C.C.M.C. course examination shall be eligible to retake the examination

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one time, without repeating the course.

(b) Alternate Method: application may be made to the Secretary of the Office of Policy and Management for a waiver of any course other than C.C.M.C. I. No more than one waiver shall be granted to any candidate.

(1) The following minimum qualifications must be met, before a waiver may be granted:

A. the person requesting a waiver must show evidence of successful completion of an equivalent course(s), and

B. he must have a minimum of five (5) years experience in the municipal tax collection field.]

(a) Competence in tax collection administration in the State of Connecticut shall be evidenced by a Certified Connecticut Municipal Collector (CCMC) designation. Such designation shall be awarded by the Secretary to candidates who are recommended by the Committee. No candidate shall be recommended by the Committee for the CCMC designation unless the candidate has passed the comprehensive examination pursuant to Section 12-130a-5 of the Regulations of Connecticut State Agencies, and has fulfilled a three (3) year municipal tax collection experience requirement, pursuant to Section 12-130a-6 of the Regulations of Connecticut State Agencies.

(b) Each CCMC designation shall be subject to recertification in accordance with Section 12-130a-8 of the Regulations of Connecticut State Agencies on a staggered cycle starting January 1, 2021. The initial recertification year for persons who have attained their CCMC designation prior to January 2, 2021, shall be determined solely by the Committee, on a five-year staggered cycle for the years 2021 to 2025, inclusive, with an average of twenty (20) percent of such persons assigned to each of said years, except that CCMC designations awarded in 2020 shall be subject to recertification in 2025. The Committee shall notify, in writing, each such designee of such designee's initial recertification date not later than thirty (30) days after the Committee's determination.

Sec. 12-130a-3. [C.C.M.C. courses] Eligibility requirements

[(a) Course schedules and registration fees shall be determined by the Committee. Fees are subject to annual review by the Committee and may be increased or decreased to reflect costs incurred, enrollment levels, subsidies, etc.

(b) No person shall be eligible to attend class sessions or take a course examination, unless the registration fee is paid on or before the second class session. The Committee may cancel courses due to insufficient enrollment.

(c) No person may register for more than two courses at one time.]

A person may satisfy the eligibility requirements for taking the comprehensive examination by either of the following methods:

(a) **Regular Method:** (1) Successfully complete the prescribed training program consisting of four basic courses:

CCMC I- Connecticut Tax Collection Administration and Law

CCMC II- Connecticut Tax Collection Enforcement and Law

CCMC III- Municipal Finance Administration and Management

CCMC IV- Connecticut Government, Supervision and Public Relations

(A) A person shall have received a passing grade in each of the four basic course examinations to be eligible to take the comprehensive examination.

(B) Any candidate who fails a CCMC course examination shall be eligible to retake the course and examination.

(2) Have a minimum of three (3) years' experience in municipal tax collection.

(b) **Alternate Method**: (1) Application may be made to the Secretary for a waiver of any course other than CCMC I and II. No more than one waiver shall be granted to any candidate.

(2) The following minimum qualifications shall be met before a waiver may be granted:

(A) The person requesting a waiver shall show evidence of successful completion of an equivalent course(s), and

(B) The person shall have a minimum of five (5) years' experience in municipal tax coll

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Sec. 12-130a-4. [Comprehensive examination application procedure] CCMC courses

[(a) The comprehensive examination shall be conducted annually, at a time and location to be determined by the Committee.

(b) Written application for the comprehensive examination shall be accepted by the Committee for any person meeting the eligibility standards under the Regular or Alternate Methods as described in Section 12-130a-2.

(c) The deadline for submitting an application shall be three weeks before the scheduled examination date. Applications may be obtained from the Secretary of the Office of Policy and Management.

(d) Anyone having qualified under the Regular Method as described in Section 12-130a-2, who fails the comprehensive examination will be eligible to retake the comprehensive examination one (1) time

(1) Anyone having qualified to retake the comprehensive examination in accordance with subsection (d) of this section, who subsequently fails such examination must:

A. requalify in accordance with Section 12-130a-2 (a), or

B. may submit a complete and detailed resume of his municipal tax collection experience to the Committee for its consideration. The Committee shall review each such resume and may specify that the Secretary waive not more than two (2) of the required courses.

(e) Anyone having qualified under the Alternate Method as described in Section 12-130a-2, who fails the comprehensive examination, must requalify under the Regular Method as described in said section, in order to become eligible to retake the comprehensive examination.

(f) No candidate shall be eligible to take more than one examination on the same day.]

(a) Course schedules and registration fees shall be determined by the Committee. The Committee shall review such fees annually and may increase or decrease such fees to reflect costs incurred, enrollment levels and subsidies.

(b) No person shall be eligible to attend class sessions or take a course examination unless the registration fee has been paid in full. The Committee may cancel courses due to insufficient enrollment.

(c) No person may register for more than two courses at a time. CCMC Course I and II may not be taken concurrently.

(d) Instructors for any CCMC course shall be approved by the Committee. No person shall be approved as an instructor unless he or she holds a current CCMC designation.

Sec. 12-130a-5. [Experience requirements for C.C.M.C. designation] Comprehensive examination application procedure

[(a) Successful completion of the prescribed training program described in Sections 12-130a-2 through 12-130a-4, inclusive, shall include a minimum of three years experience in municipal tax collection.

(b) If a candidate successfully completes all tax collection courses and examinations, including the comprehensive examination, but does not meet the experience requirement, he will receive written acknowledgement of these accomplishments from the Committee.

(c) The C.C.M.C. designation from the Office of Policy and Management will be issued upon completion of the three (3) year municipal tax collection experience requirement.

(a) The comprehensive examination shall be conducted at least annually, at a time and location to be determined by the Committee. The Committee shall review the comprehensive examination application fee annually and may increase of decrease such fee to reflect costs incurred or expected, provided the annual increase shall not exceed ten (10) dollars. In no event shall the comprehensive examination application fee exceed fifty (50) dollars.

(b)Any person meeting the eligibility standards under the regular or alternate methods as

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in Section 12-130a-3 of the Regulations of Connecticut State Agencies may submit an application to the Committee to take the comprehensive exam. If the Committee determines that an applicant does not meet the necessary criteria to take a comprehensive examination, the Committee chair shall send written notification by the Committee of such denial to the applicant.

(c) The deadline for submitting an application shall be twenty-one (21) days before a scheduled examination date. Applications may be obtained from the Secretary or the Committee.

(d) A person whose application to take a comprehensive examination is denied may file a written request for a reconsideration of the Committee's decision. Any such request shall include the reason(s) why the appellant believes they should be allowed to take the comprehensive examination. Such request shall be sent to the Committee chair not later than fourteen (14) days after the date of the notice of denial. The Committee shall review such request not later than fourteen (14) days of receiving such request and not later than forty-eight (48) hours prior to the date on which each such examination is scheduled to be held. The Committee's decision with regard to any such request for reconsideration shall be final. The Committee chair shall notify the appellant of such decision in writing not later than two (2) days after adjournment of such review.

(e) Any person who fails the comprehensive examination shall be eligible to retake the comprehensive examination one (1) time. Any person having qualified to retake the comprehensive examination who subsequently fails such examination shall not be approved to take a subsequent comprehensive examination until:

(1) The applicant demonstrates that any course(s), as may have been specified by the Committee, have been successfully taken or retaken; and

(2) Any person having qualified under the alternate method as described in Section 12-130a-3 of the Regulations of Connecticut State Agencies, shall be required to successfully complete any waived courses.

Sec. 2. The Regulations of Connecticut State Agencies are amended by adding sections 12-130a-6 to 12-130a-8, inclusive, as follows:

(NEW) Sec. 12-130a-6. Minimum experience requirements for CCMC designation

(a) Successful completion of the prescribed training program described in Sections 12-130a-2 to 12-130a-4, inclusive, of the Regulations of Connecticut State Agencies, shall include a minimum of three (3) years' experience in municipal tax collection.

(b) The Secretary shall issue a CCMC designation to an applicant who has successfully completed the comprehensive examination and the three (3) year municipal tax collection experience requirement.

(NEW) Sec. 12-130a-7. Recertification - continuing education procedure

(a) In order to be recommended for recertification, a person shall have completed at least fifty (50) hours of property tax collection-related course(s) or workshop(s) during the five (5) year period immediately preceding the date on which such person's certification expires. Any such course(s) or workshop(s) shall be subject to approval by the Committee.

(b) The Committee shall annually list on its website the titles and sponsors of all such course(s) and workshop(s) that have, in the previous year, been approved as satisfying the continuing education requirements pursuant to subsection (a) of this section. Such list shall also be provided to the Secretary.

(c) Any person may make application to the Committee requesting approval of any course(s) or workshop(s) not included in the list. Such application shall be accompanied by any related documentation the Committee may require. Following receipt of such application, the Committee shall consider the applicant's request.

(d) The Committee may grant or deny an applicant's request for approval of such co

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workshop(s). Each applicant whose request is approved shall be sent written notification of such approval by the Committee not later than ten (10) days after such approval. If such request is denied, the Committee shall send written notification of such denial to the applicant not later than two (2) days after such denial.

(e) A person aggrieved by the Committee under subsection (d) of this section may file a written request for reconsideration of such decision. Any such request, which shall include the reason(s) why the appellant believes such course(s) or workshop(s) should be approved, shall be sent to the Committee not later than twenty-one (21) days after the date of the notice of denial. The Committee shall meet for the purpose of reconsidering its decision, not later than thirty (30) days after receiving such request.

(f) The Committee may require the appellant to appear at such meeting, to answer any pertinent questions or to supply any additional information that may be required, provided the appellant shall be given not less than forty-eight (48) hours' notice of the requirement to appear. The Committee's decision with regard to any such reconsideration shall be final. The Committee shall promptly notify the appellant of such decision in writing.

(g) Any CCMC designee whose initial recertification year is determined to be between 2021 and 2024, inclusive, pursuant to Section 12-130a-2 of the Regulations of Connecticut State Agencies, may use any course or workshop under subsection (a) of this section, that is completed by such designee in any of the five (5) years immediately preceding the expiration date of such designee's certification, towards recertification.

(h) Any CCMC designee who teaches an approved CCMC course or workshop shall be eligible to submit fifty (50) percent of the continuing education credit hours, excluding exam hours, for such course or workshop toward such designee's recertification. Such recertification hours shall only be claimed once during each five (5) year recertification cycle.

(NEW) Sec. 12-130a-8. Collector recertification - renewal certificates

(a) Each CCMC designation shall expire on December 31st of the year of the fifth anniversary of its date of issuance. A renewal certificate shall be issued by the Secretary to any person who is recommended for recertification by the Committee. No person shall be recommended for recertification unless such person has satisfied the continuing education requirements set forth in Section 12-130a-7 of the Regulations of Connecticut State Agencies.

(b) The Committee shall accept for consideration each complete application for recertification. Such applications shall be deemed complete if the applicant submits all necessary supporting documentation and pays a recertification application fee of twenty (20) dollars. The Committee shall annually review such fee, which shall be non-refundable, and may increase or decrease such fee to reflect costs incurred or expected. In no event shall the recertification application fee exceed thirty (30) dollars. The Committee shall deny any application that fails to include approved credit hour documentation as set forth in Section 12-130a-7 of the Regulations of Connecticut State Agencies, is not submitted prior to the applicant's certification expiration date or is submitted without the appropriate fee.

(c) The Committee shall consider each complete application for recertification at the next regularly scheduled meeting following the date on which such application is received. The Committee shall recommend to the Secretary each applicant who satisfies the continuing education requirements set forth in Section 12-130a-7 of the Regulations of Connecticut State Agencies and to whom a renewal certificate should be issued. Upon receipt of such recommendation, the Secretary shall promptly issue a new certificate in such applicant's name.

(d) In the event the Committee denies an application for recertification, the Committee chair shall send the applicant written notification of such denial not later than two (2) days after the adjournment of such meeting. Such notice shall include information as to how a reconsideration of such denial may be requested.

(e) A person whose application for recertification is denied may file a written req

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reconsideration of the Committee's decision. Any such request, which shall include the reason(s) why the appellant believes they should be recommended for recertification, shall be sent to the Committee not later than twenty-one (21) days after the date of the notice of denial. The Committee shall reconsider its decision at the next regularly scheduled meeting following receipt of such request, or at a special meeting called for such purpose.

(f) The Committee may require the appellant to appear at such meeting to answer any pertinent questions or to supply any additional information that may be required, provided the appellant is given not less than forty-eight (48) hours' notice of the requirement to appear. The Committee's decision with regard to any such reconsideration shall be final. The Committee chair shall send the appellant written notification of such decision not later than ten (10) days after the adjournment of such meeting and shall forward a copy of such notification to the Secretary.

(g) A CCMC designee shall be deemed uncertified when such designee's recertification application was not received prior to the certificate's expiration date or when a denied application was not rectified, resubmitted and approved. Any CCMC designee that fails to be recertified shall immediately be deemed uncertified and will be required to re-establish a new certification in accordance with Sections 12-130a-3 to 12-130a-6, inclusive, of the Regulations of Connecticut State Agencies.

R-39 Rev. 02/2012

Statement of Purpose

To make technical and other minor changes to the Tax Collector certification rules of practice, correct the title to reflect Tax Collectors only, to update the required education requirements and add a re-certification process.

A. The problems, issues or circumstances that the regulation proposes to address. In addition to the need to make some technical changes to clean and clarify some of the language, the Office of Policy and Management and the Certified Connecticut Municipal Collectors Committee sought to update the educational requirements and add a recertification process.

B. Summary of the main provision of the proposed amendment. The main provisions of the revision provide (1) a continuing education procedure and (2) a recertification process.

C. The legal effects of the proposed amendment on existing regulations or other laws. There is no impact on existing regulations or other laws.

Form Agency-Cert-PR-TA-ICM (Rev 11/2017)
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Secretary of the State

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IMPORTANT NOTICE FOR CONNECTICUT STATE AGENCIES
This form is to be used for proposed permanent and technical amendment regulations only and must be completed in full.

AGENCY CERTIFICATION

Office of Policy and Management

Proposed Regulation Concerning

Certification of Tax Collectors

eRegulations System Tracking Number **PR2020-004**

I hereby certify the following:

(1) The above-referenced **regulation** is proposed pursuant to the following statutory authority or authorities: **CGS Section 12-130a**

For technical amendment regulations proposed without a comment period, complete #2 below, then skip to #8.

(2) As permitted by Section 4-168(h) of the *Connecticut General Statutes*, the agency elected to proceed without prior notice or hearing and posted the text of the proposed technical amendment regulation on eRegulations System website on **May 12, 2020**.

For all other non-emergency proposed regulations, complete #3 - #7 below, then complete #8)

(3) The agency posted notice of intent with a specified comment period of not less than 30 days to the eRegulations System website on **May 12, 2020.**.

(4) *(Complete one)* ☒ No public hearing held or was required to be held. **OR** ☐ One or more public hearings were held on: **<<select and enter dates>>**.

(5) The agency posted notice of decision to move forward with the proposed regulation to the eRegulations System website on **June 30, 2020**.

(6) *(Complete one)* ☐ No comments were received. **OR** ☒ Comments were received and the agency posted the statements specified in subdivisions (1) and (2) of CGS Section 4-168(e) to the eRegulations System website on **June 30, 2020.**.

(7) The final wording of the proposed regulation was posted to the eRegulations System website on **June 30, 2020**.

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(8) Subsequent to approval for legal sufficiency by the Attorney General and approval by the Legislative Regulation Review Committee, **the final regulation shall be effective**

(Check one and complete as applicable)

☒ When posted to the eRegulations System website by the Secretary of the State.

OR ☐ On _____

(Date must be a specific calendar date not less than 11 days after submission to the Secretary of the State)

SIGNED	**Acting Undersecretary**	**June 29, 2020**
(Head of Board, Agency or Commission, or duly authorized deputy)	OFFICIAL TITLE	DATE

OFFICE OF THE ATTORNEY GENERAL
REGULATION CERTIFICATION

Agency: Connecticut Office of Policy and Management

***REGULATION NUMBER* PR2020-004**

This Regulation is hereby APPROVED by the Attorney General as to legal sufficiency in accordance with Connecticut General Statutes Section 4-169.

DATE: October 29, 2020

Signed: Joseph Rubin, Asst. Dep. A.G. Digitally signed by Joseph Rubin, Asst. Dep. A.G. Date: 2020.10.29 13:00:11 -04'00'

Joseph Rubin, Assistant Deputy Attorney General
Duly Authorized

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Connecticut eRegulations System — Tracking Number PR2020-004 — Posted 11/24/2020

The Connecticut General Assembly

Legislative Regulation Review Committee

Senator Craig Miner
Senate Chair

Representative Susan Johnson
House Chair

Official Record of Committee Action

November 24, 2020

Agency:	Office of Policy & Management
Description:	Certification of Tax Collectors
LRRC Regulation Number:	2020-013A
eRegulation Tracking Number:	PR2020-004

The above-referenced regulation has been

Approved with Technical Corrections and Substitute Pages

by the Legislative Regulation Review Committee in accordance
with CGS Section 4-170.

Kirstin L. Breiner
Committee Administrator

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Connecticut eRegulations System — Tracking Number PR2020-004 — Posted 12/10/2020

State of Connecticut
Office of the Secretary of the State

Confirmation of Electronic Submission

Re: Regulation of the Office of Policy and Management
concerning Certification of Tax Collectors
eRegulations System Tracking Number PR2020-004
Legislative Regulation Review Committee Docket Number 2020-013A

The above-referenced regulation was electronically submitted to the Office of the Secretary of the State in accordance with Connecticut General Statutes Section 4-172 on December 7, 2020.

Said regulation is assigned Secretary of the State File Number 6328.

The effective date of this regulation is December 10, 2020.

Denise W. Merrill
Secretary of the State
December 10, 2020

By:

/s/ Kristin M. Karr
Kristin M. Karr
Administrative Law
Information Systems Manager

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