

2017 CLASS SCHEDULE

PLEASE NOTE: THIS YEARS' CLASSES ARE **YEAR 2017**. IT IS IMPORTANT TO STAY WITH EITHER COLUMN A OR B ONCE YOU ARE IN THE CERTIFICATION PROCESS.

- TAX COLLECTORS - CHOOSE COLUMN A
- TOWN CLERKS - CHOOSE COLUMN B
- TOWN CLERK-TAX COLLECTOR (IN YOUR 1ST, 2ND OR 3RD YEAR OF CERTIFICATION) - CHOOSE COLUMN A
- TOWN CLERK-TAX COLLECTOR (IN YOUR 4TH YEAR OF CERTIFICATION) - CHOOSE COLUMN C
- CITY TAX COLLECTOR TAKING ONLY MOTOR VEHICLE/TITLES CLASS - CHOOSE COLUMN D
- RECERTIFICATION: YOU DO NOT NEED TO CHOOSE A COLUMN

A.
TAX COLLECTOR

B.
TOWN CLERK

C.
4TH YEAR T/C

D.
CITY TAX COLLECTOR
MOTOR VEHICLES

*** 2017 ***

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|------|------------------------------------|------------------------------------|-----------------------|-----------------|
| M am | Internal Controls/Ethics | Internal Controls/Ethics | Elections | |
| pm | Managing the Work | Managing the Work | Vital Statistics | |
| T am | DISC - Importance of Human Factors | DISC - Importance of Human Factors | MV Titles | MV Titles |
| pm | Grant Writing | Grant Writing | MV Registration | MV Registration |
| W | DRA & Legal | Town Clerk Jeopardy | Town Clerk Jeopardy | |
| TH | Government Finance/Operations | Government Finance/Operations | Town Clerk Networking | |
| F | The Legislative Process | The Legislative Process | Record Retention | |

2018

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|------|---------------------------|---------------------------|-----------------------|-----------|
| M am | Stress Management | Stress Management | Vital Statistics | |
| pm | Reduce & Manage Conflict | Reduce & Manage Conflict | Elections | |
| T | DRA Courses | Town Clerk Networking | Town Clerk Networking | |
| W | Effective Communications | Effective Communications | Town Clerk Jeopardy | |
| TH | Tax Collector Networking | MV/Titles | MV/Titles | MV/Titles |
| F | TC/TC/Budget; Town Report | TC/TC/Budget; Town Report | Record Retention | |

2019

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|----|------------------------------|---------------------------|---------------------------|-----------|
| M | Tax Collector's Jeopardy | Vital Statistics/Election | Vital Statistics/Election | |
| T | Personnel Management | Personnel Management | MV/Titles | MV/Titles |
| W | Public Speaking | Public Speaking | Town Clerk Jeopardy | |
| TH | Public Speaking | Public Speaking | Town Clerk Networking | |
| F | Tax Collector's Legal Issues | Record Retention | Record Retention | |