

2018 CLASS SCHEDULE

PLEASE NOTE: THIS YEARS' CLASSES ARE **YEAR 2018.** 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

2018				
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

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	

2020

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	

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F The Legislative Process

The Legislative Process

Record Retention