

**2019 CLASS SCHEDULE**

**PLEASE NOTE:** THIS YEARS' CLASSES ARE **YEAR 2019**. 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 1<sup>ST</sup>, 2<sup>ND</sup> OR 3<sup>RD</sup> YEAR OF CERTIFICATION) - CHOOSE COLUMN A
- TOWN CLERK-TAX COLLECTOR (IN YOUR 4<sup>TH</sup> 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.**  
**4<sup>TH</sup> YEAR T/C**

**D.**  
**CITY TAX COLLECTOR**  
**MOTOR VEHICLES**

* * * 2019 * * *				
M	Tax Collector's Jeopardy	Vital Statistics/Election	Election / Vital Records	
T am	The Hiring Process	The Hiring Process	Titles	MV/Titles
pm	Planning, Goals, Coaching	Planning, Goals, Coaching	Motor Vehicles	
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	
F	The Legislative Process	The Legislative Process	Record Retention	

**2021**

M am	Stress Management	Stress Management	Elections	
pm	Reduce & Manage Conflict	Reduce & Manage Conflict	Vital Statistics	
T	DRA Courses: Exemptions/Credits & Land Use; Yield & Excavation	DRA Courses: Exemptions/Credits & Land Use; Yield & Excavation	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	