

# **Massachusetts Collectors and Treasurers Association**

## **CERTIFICATION PROGRAM**

### **REQUIRED COURSES**

<b>TREASURERS</b>		<b>COLLECTORS</b>	
<b>TITLE</b>	<b>COURSE NO.</b>	<b>TITLE</b>	<b>COURSE NO.</b>
Duties and Responsibilities	101	Cash Control Procedures	102
Cash Control Procedures	102	Duties and Responsibilities	160
Municipal Finance Law	103	Property Tax Collections	161
Payroll	104	Motor Vehicle Excise	162
Introduction to Cash Managmnt	105	Tax Takings	163
Short Term Borrowing	106	Tax Takings Forms Workshop	164
Tax Title and Interest Calculation	107	Interest Calculation Workshop	165
Trust Funds	108	Municipal Lien Certificates	167
Review of New Legislation	201	Review of New Legislation	201
Investments	202	Taxes in Litigation	260
Long Term Borrowing	203	Betterments & Liens	268
Insurance Chapter 32B	207	Assessing Procedures	361
Tax Foreclosures	211	Reconciling Tax Receivables	364
Revenue Forecasting	301	Deferred Taxes	365
Capital Budgeting and Financing	303	Tax Rate Re-Cap, Free Cash, Cherry Sheet	401
Tax Rate Re-Cap, Free Cash, Cherry Sheet	401	Ethics – Conflict of Interest	408
Ethics – Conflict of Interest	408	Uniform Procurement – Ch. 30B	418
Uniform Procurement – Ch. 30B	418	Deputy Tax Collector	710
		Land of Low Value	775

### **RE-CERTIFYING REQUIREMENT FOR CERTIFIED COLLECTORS AND TREASURERS**

Review of New Legislation                      201                      Plus 4 courses of your choice

### **NOTICE TO ALL TREASURERS AND COLLECTORS**

The use of the designation CMMC or CMMT without having been formally Certified by the Association is strictly forbidden.

The Massachusetts Collectors and Treasurers Association Code of Ethics, paragraph (4):

"Use no Massachusetts Collectors and Treasurers Association designation unless duly authorized to do so by the Association and claim no qualifications which are not factual or which may be subject to erroneous interpretation."

The Committee on Ethics has the authority to investigate any breach of the code and recommend to the Executive Board "censure, probation, suspension or expulsion from the Association."

The Association regards the education and Certification programs as the symbols of our professionalism. Please do not misuse them.