Massachusetts Collectors and Treasurers Association

CERTIFICATION PROGRAM: REQUIRED COURSES

TREASURERS		***COLLECTORS***	
COURSE TITLE	**#**	**COURSE TITLE**	**#**
Duties and Responsibilities	101	Cash Control Procedures	102
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Municipal Finance Law	103	Property Tax Collections	161
Payroll	104	Motor Vehicle Excise	162
Introduction to Cash Management	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
Investments	202	Taxes in Litigation	260
Long Term Borrowing	203	Betterments & Liens	268
Insurance Chapter 32B	207	Assessing Procedures	361
Advanced Payroll (new as of 2021)	209	Reconciling Tax Receivables	364
Tax Foreclosures	211	Deferred Taxes	365
Revenue Forecasting	301	Interest Calculations (new as of 2021)	370
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

1st YEAR COURSES **2ND YEAR COURSES** **3RD YEAR COURSES**

RE-CERTIFYING REQUIREMENT FOR CERTIFIED COLLECTORS AND TREASURERS

A Certified Individual must attend the Annual School and/or Annual Conference of the MCTA, during the same calendar year, a minimum of three years of the five years following original Certification or Certification Renewal.

During each of the three years of attending school and/or the annual meeting, a Certified Individual must take **4 courses of their choice** (for a minimum of 3 out of the 5 calendar years). Course 201 is no longer an additional requirement, although still offered virtually & encouraged.

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.