



CREDIT AND COLLECTION COMPLIANCE OFFICER DIPLOMA PROGRAM EXAM APPLICATION

SECTION A: APPLICANT INFORMATION

Date:	Member ID (if known):
Name:	Company Name:
Mailing Address:	
City, State, Zip:	
Phone Number:	Fax Number:
E-mail Address:	

SECTION B: RECOMMENDED TRAINING (not required)

All applicants for the Credit and Collection Compliance Officer (CCCO) diploma program are required to meet the following requirement and attendance at the "core" courses listed below.

Do you or your company hold a current subscription to *ACA International's Guide to State Collection Laws and Practices*?

Yes No Date Subscribed: _____

SECTION C: REQUIRED TRAINING

Seminars	Type of Training Delivery	Month & Year Completed
Credit and Collection Compliance Officer Workshop	<input type="checkbox"/> Full-day face-to-face seminar	
Ethical and Professional Collections	<input type="checkbox"/> Half-day face-to-face seminar <input type="checkbox"/> Online seminar	
Data Security and Privacy	<input type="checkbox"/> Half-day face-to-face seminar <input type="checkbox"/> Online seminar	
Fair Debt Collection Practices Act (FDCPA): Hot Topics	<input type="checkbox"/> Half-day face-to-face seminar <input type="checkbox"/> Online seminar	
Fair Credit Reporting Act (FCRA)	<input type="checkbox"/> Half-day face-to-face seminar <input type="checkbox"/> Online seminar <input type="checkbox"/> CD-ROM training (FCRA: An Inside Look Version 1.0. \$25 admin fee applies)*	

*If the self-paced CD training was used, the training supervisor must complete Section E, below. **A \$25 administrative fee will be assessed. Please attach the final scorecard from the CD-ROM program.**

Annual Renewal Notice:

- Individuals that earn a CCCO designation are required to renew their designation once a year. To renew, you may choose from the following options: 1. Attend one ACA Conference out of the options below; 2. Attend four compliance-related online seminars, teleseminars or face-to-face seminars per year; or 3. Re-take the CCCO exam for \$50.

ACA Conference options: (choose one)

-Spring Forum & Expo

- Annual Convention & Expo
- MAP Legal Education Conference
- Fall Forum Conference

Please fill out the CCCO Annual Renewal Form to renew.

SECTION D: SIGNATURE

I certify that the information provided on this application is true and accurate to the best of my knowledge.

Applicant's signature: _____ Date: _____

SECTION E: TRAINING VERIFICATION

I have supervised this applicant's training and confirm that the applicant has successfully completed the preceding indicated self-paced training program(s). I have attached all necessary scorecards.

TRAINING SUPERVISOR'S SIGNATURE: _____

SECTION F: PAYMENT INFORMATION – PAYMENT DUE WITH APPLICATION

ONLINE EXAM: **\$75**

RETEST: **\$75**

CD-ROM Administrative Fee: **\$25**

Please complete to determine amount due:

Exam Fee	\$ _____
Administration Fee – FCRA (as applicable for CD-ROM from Section C)	_____
Retest	_____

Total Amount Due with Application \$ _____

- Check enclosed.
- Visa / MasterCard / American Express (*Circle one*)

Account #:	Expiration Date:
Signature:	Name on Card:

- The candidate's testing ID number and PIN will be sent to the candidate within 10 business days upon completion of training.
- The exam is delivered online and is scored immediately. All candidates receive feedback on their performance on each area of the exam. The exam is a **closed-book** exam and takes approximately one hour to complete.
- You will have 60 days after receiving the log-in information via e-mail to complete the exam. If you do not complete the exam within 60 days, you must purchase a new exam.
- Candidates must achieve a score of 85% or higher to earn the designation. Candidates that do not pass the exam may purchase a re-take exam at the current rate.
- Certificates and materials for successful candidates will be sent out within approximately 30 days of completion of the exam and necessary requirements.

ACA's CCCO Designation is a mark of commitment to professionalism and dedication to continuing education. Those who achieve the designation have met specific educational requirements. Holding the designation is not a guarantee of performance, nor does the lack of the designation indicate a lack of capability.

Return form to:
Campus ACA
ACA International
4040 West 70th Street, Minneapolis, MN 55435

E-mail to: campusaca@acainternational.org
Fax to: +1(952) 922-6402.