



HEALTH CARE COLLECTION MANAGEMENT EXAM APPLICATION

SECTION A: CANDIDATE 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)

Do you or your company hold a current subscription to *ACA International's Guide to State Collection Laws and Practices*? Yes No Date Subscribed: _____

Do you know hold the Professional Collection Specialist designation? Yes No Date Received: _____

SECTION C: Required Training

"Core" Seminars	Type of Training Delivery	Month & Year Completed
Health Care Collection Management	<input type="checkbox"/> Half-day face-to-face seminar <input type="checkbox"/> Online 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	
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 (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.

3-Year Renewal Notice:

- Individuals that hold the Health Care Collection Management designation are required to renew their designation every three years. To renew, you may choose from the follow options: 1. Attend two ACA Conference during the three-year renewal period out of the options below; 2. Attend six health care-related teleseminars within the three-year time period; or 3. Retake the

Health Care Collection Management exam for \$50.

ACA Conference options:

- Spring Forum & Expo
- Fall Forum Conference

Please fill out the 3-Year Health Care Collection Management 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.

Candidate'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: \$50

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:	Print Name:

MORE INFORMATION

- Program fee includes one final exam and applicable training materials.
- The candidate's testing ID number and PIN will be sent to the candidate within 10 business days upon receipt of this application.
- 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 fulfill the diploma program. Candidates may apply for a re-take exam after taking the original exam.
- Certificates for successful candidates will be sent out within approximately 30 days of completion of the exam.

ACA's Health Care Diploma 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 to:	Campus ACA ACA International 4040 W. 70 th Street, Minneapolis, MN 55435
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