



CREDIT AND COLLECTION COMPLIANCE OFFICER 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)

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: Hot Topics	<input type="checkbox"/> Half-day face-to-face seminar <input type="checkbox"/> Online seminar	
Understanding the Fair Credit Reporting Act	<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 completion certificate and final scorecard from the CD-ROM program. Be sure the course status says "Complete" as incomplete scorecards will not be processed.**

Annual Renewal Notice:

- Individuals that earn a CCCO Designation are required to renew their designation once a year. To renew, submit the CCCO Renewal form with \$10 renewal fee. In addition, you may choose from the following renewal 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

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 six months after receiving the log-in information via e-mail to complete the exam. If you do not complete the exam within six months 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 completed application to: ACA International Attn: Campus ACA 4040 W. 70th Street, Minneapolis, MN 55435

Fax: (952) 922-6402 Attn: Campus ACA

E-mail: campusaca@acainternational.org