



TRAINER SPECIALIST DESIGNATION EXAM APPLICATION

Please print clearly or type

SECTION A: APPLICANT INFORMATION

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

SECTION B: MEMBERSHIP CATEGORY

All applicants for the Trainer Specialist Designation are required to be an ACA member. I am a member in the following category:

- Agency Membership
 Creditors International
 Asset Buyers Division
 Members Attorney Program
 Affiliate Member Program

SECTION C: PCS OR CCS REQUIREMENT

All applicants for the Trainer Specialist Program are required to complete the Professional Collection Specialist Certificate **or** Creditor Collection Specialist Certificate.

Professional Collection Specialist Certificate

Requirements: FDCPA Essentials for Collectors face-to-face or online seminar; the Essential Collection Skills & Techniques face-to-face, online seminar or CD-ROM; and pass the PCS exam.

Yes, I completed by PCS Certificate. **Date Completed:** _____

Creditor Collection Specialist

Requirements: Collection Laws for Creditors face-to-face or online seminar; Essential Collection Skills & Techniques face-to-face seminar, online seminar or CD-ROM; and pass the CCS exam.

Yes, I completed by CCS Certificate. **Date Completed:** _____

SECTION D: TRAINER SPECIALIST SEMINAR REQUIREMENT

All applicants for the Trainer Specialist Program are required to complete the Trainer Specialist face-to-face or online seminar.

Trainer Specialist face-to-face seminar. Date Completed: _____
 Trainer Specialist online seminar. Date Completed: _____

SECTION E: INDUSTRY EXPERIENCE

Current job title:		
Length of time in current position:	years	months
Length of time in the credit & collection industry:	years	months

SECTION F: 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 G: PAYMENT INFORMATION – PAYMENT DUE WITH APPLICATION

Online Exam: **\$75**

Retest: **\$50**

Total Amount Due with Application: \$ _____

Check enclosed.

Visa / MasterCard / American Express (*Circle one*)

Account #:	Expiration Date:
Signature:	Print Name:

3-Year Renewal Notice:

- Individuals that hold the Trainer Specialist designation are required to renew their designation every three years. To renew, Trainers must teach both ACA's FDCPA and Essential Collection Skills & Techniques (formerly Professional Telephone Collectors' Techniques) seminars at their organization two times within three years **AND** pass the Trainer exam with a score of 85% or higher at the current rate (\$50). Please fill out the Trainer Specialist Renewal Form to purchase your exam retake. *Please note that in order to renew your Trainer Specialist designation; you must be a member of ACA International in good standing.*

ADDITIONAL INFORMATION

- ACA will verify each candidate's academic records. None of the qualification requirements will be waived.
- 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.
- 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 fulfill the certificate requirement.** Candidates who do not achieve a score of 85% may apply for a re-take exam. Those who do not get a score of 85% or higher on the re-take must reapply to complete the TSP training at the Refresher Course pricing before taking the exam.
- Certificates and materials for successful candidates will be sent out within approximately 30 days of completion of the exam and necessary requirements.
- Individuals may renew this designation every three years.
- Please note that if you earned your PCS Certificate before working toward your Trainer designation and completed the FDCPA training via the CD-ROM program, you are required to take the FDCPA: Facts, Fiction & Reality course as an online or face-to-face seminar in order to earn the Trainer designation.

Return to:

Campus ACA
ACA International
4040 W. 70th Street, Minneapolis, MN 55435

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campusaca@acainternational.org

Fax to:

(952) 922-6402