



# Professional Collection Manager (PCM) Capstone Application

**ACA International Member Services 4040 W. 70th Street, Minneapolis, MN 55435**  
**Phone: 800-269-1607 Secure Fax: 952-926-1624 [memberservices@acainternational.org](mailto:memberservices@acainternational.org)**

*Please complete and return this application with payment to ACA Member Services. After processing, ACA emails you the short-answer Capstone Assignment to be completed and submitted back to ACA electronically. Thank you for your commitment to professionalism and success in the credit and collection industry.*

**1. APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_ Applicant ID (if known): \_\_\_\_\_

Applicant Email: \_\_\_\_\_ Your Direct Phone \_\_\_\_\_

Company Name: \_\_\_\_\_ Company ID: (if known): \_\_\_\_\_

**2. COURSE VERIFICATION** *Please indicate when all requirements were completed. ACA may request documentation.*

Requirement	Date	Requirement	Date
<a href="#">ACA Professional Collection Specialist (PCS) Designation</a>		Exceptional Leadership	
Building High Performing Teams		Successful Hiring Strategies	
Introduction to Collection Industry Compliance		Managing the Collection Floor	
Effective Performance Management			

**3. PAYMENT DUE WITH APPLICATION** *Please do not email credit card data. Phone in or send a secure fax.*

**ACA Member Exam Fee \$99.00      Non-Member Exam Fee \$198.00**

**Check** *(payable to ACA International)* **OR** Credit Card

**Visa**                       **Mastercard**                       **American Express**

**Account #:** \_\_\_\_\_ **Exp:** \_\_\_\_\_ **CVC:** \_\_\_\_\_

**Name on Card:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**ADDITIONAL INFORMATION**

ACA verifies each candidate's academic record to confirm completion of all designation requirements prior to emailing the Capstone Assignment Form. Upon notification that your Capstone Assignment Form has been accepted, successful candidates will be able to view and print certificates by logging in at [www.acainternational.org](http://www.acainternational.org) and navigating to My ACA > Profile > Certificates *OR* My Digital Badge(s).