

# Professional Collection Specialist Designation Three-Year Renewal Application

## Applicant & Training Supervisor Information

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

Applicant Email \_\_\_\_\_

Training Supervisor Name \_\_\_\_\_ Training Supervisor ID \_\_\_\_\_

Training Supervisor Email Address \_\_\_\_\_

Company Name \_\_\_\_\_

Company Phone \_\_\_\_\_ Company ID \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

## Please Fill Out **ONE** Renewal Option Section Out of the Options Below:

### RENEWAL OPTION 1

Format (select one)	Title of Seminar	Date Completed (mm/dd/yyyy)
<input type="checkbox"/> Core Curriculum	FDCPA Essentials for Collectors	_____
<input type="checkbox"/> FDCPA CD-ROM*		_____
<input type="checkbox"/> Web Course	FDCPA Essentials for Collectors	_____
<input type="checkbox"/> Face-to-Face Seminar	FDCPA Essentials for Collectors	_____
<input type="checkbox"/> ACA-Hosted FDCPA-related Seminar	_____	_____

\*Please attach the completion certificate and final scorecard from the CD-ROM program.

### RENEWAL OPTION 2

Conference Attended (select one)	Qualifying Seminar Titles	Date Completed (mm/dd/yyyy)
<input type="checkbox"/> Spring Forum & Expo	_____	_____
<input type="checkbox"/> Annual Convention & Expo	_____	_____
<input type="checkbox"/> Fall Forum & Expo	_____	_____

**RENEWAL OPTION 3 – ACA Trainer Specialist Designation**

Checking this box indicates you hold a current ACA Trainer Specialist Designation. Please fill out the payment information below to renew your PCS Designation.

 **RENEWAL OPTION 4 – Exam Retake**

Please fill out the payment information below to order the PCS Designation exam.

**Payment Information – Payment Due with Application**

PCS Renewal Fee: \$25.00 (members), \$50.00 (nonmembers). REQUIRED for all renewals.

PCS Exam Fee: \$5.00 (members), \$10.00 (nonmembers). OPTIONAL—select if using renewal option 4.  
(The exam fee is in addition to the renewal fee.)

**Must complete/take exam within 14 calendar days.**

**Total Amount Due with Application: \$ \_\_\_\_\_**

Check enclosed. *(Make check payable to ACA International.)*

Credit Card (check one):  Visa  MasterCard  American Express

Account #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVC \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

We recommend not emailing forms containing credit card data. Fax or mail instead.

**Signature**

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

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**Additional Information**

- ACA will verify each candidate's academic records. ACA may request copies of Certificates of Completion.
- When using CD-ROM training to fulfill program requirements, ACA may require proof that the most current version is used.
- If the renewal requirement is being fulfilled by taking the PCS exam, the candidate's testing ID number and PIN will be sent to the candidate within 10 business days upon submission of this form.
- The exam is delivered online and is scored immediately. All candidates receive feedback on their performance on each area of the exam. Candidates must achieve a score of 85% or higher to fulfill the designation.
- The training supervisor will receive an Administrator's Guide explaining the procedures for administering the exam.
- The exam is closed-book, delivered online, and is scored immediately. All candidates receive feedback on their performance in each area.
- The exam takes about one hour to complete.

ACA's Professional Collection Specialist 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.

**Please Mail or Fax with Payment to:**

ACA International  
Attn: Customer Care Center  
4040 W. 70th Street, Minneapolis, MN 55435

Fax: (952) 926-1624

**Questions?** [customer care@acainternational.org](mailto:customer care@acainternational.org) or 800-269-1607

