



Initial Designation Exam Application Professional Collection Specialist (PCS)

ACA Member Services—Phone: 800-269-1607; Secure Fax: 952-926-1624; E-mail:
memberservices@acainternational.org

1. CONTACT INFORMATION

Applicant, Trainer or Supervisor, and Company. Include your ACA Member ID# if you have one. Submit one form per applicant.

APPLICANT Name and
ACA ID#:

APPLICANT Email:

APPLICANT
Phone:

Trainer/ Supervisor
Name and ACA ID #:

Trainer/ Supervisor
Email:

Trainer/
Supervisor
Phone:

COMPANY Name and
ACA ID#:

COMPANY MAILING
ADDRESS:

2. REQUIRED COURSES

Please submit documentation. ACA will verify the applicant's completion of all courses before issuing the exam.

FDCPA Essentials for the ARM Industry (FDCPA)

(formerly title FDCPA Essentials for Collectors until v. 10.0 ©2019)

CD-ROM or versions older than ©2018 will not be accepted after 12-31-2019.

DATE COMPLETED:

Type of Course

Completed:

(Choose One)

____ Face-to-Face Class, In-Person (3.0 PDU)

____ Logged in to a Real-Time Webinar from ACA (1.5 PDU)

____ Watched ACA On Demand Recorded Video (1.5 PDU)

____ Completed the e-learning course & computer-based quiz (1.5 PDU)

Essential Collection Skills and Techniques (ECST)

(updated version 10.0 ©2019)

CD-ROM or versions older than ©2018 will NOT be accepted after 12-31-2019.

DATE COMPLETED:

Type of Course

Completed:

(Choose One)

____ Face-to-Face Class, In-Person (3.0 PDU)

____ Logged in to a Real-Time Webinar from ACA (1.5 PDU)

____ Watched ACA On Demand Recorded Video (1.5 PDU)

____ Completed the e-learning course & computer-based quiz (1.5 PDU)

Documentation:

Certificates are included in Participant Materials. Use your MyACA Events & Education Transcript, or get help from your Trainer/Supervisor to find your course dates.

- ✓ **FACE-TO-FACE CLASS:** ACA Trainer Specialists may refer to their attendance roster for face-to-face events.
- ✓ **E-COURSE:** If the self-paced e-course was used, MAKE SURE the course progress shows "Completed" at the end and you have printed out your score.
- ✓ **WEBINARS / RECORDED VIDEO:** Applicants using webinars must be registered with ACA, even if no fee was assessed under the ACA Training Zone. **Self-reporting forms with the course title and version number are available in the participant handouts of each course.**

4. TRAINING VERIFICATION

Trainer or Supervisor Signature:

I have supervised this applicant's training and confirm the applicant has successfully completed the preceding indicated self-paced training program(s). I have attached all necessary scorecards.

Signature

Date

Applicant Signature:

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

Signature

Date

5. SUBMIT PAYMENT WITH APPLICATION. Exam login information will be sent within 10 working days of receipt of application. Please complete your exam promptly. Exam login information will expire 60 days after issuance.

Choose Your Fee: <i>Testing fees are not eligible under the ACA Training Zone.</i>	<input type="checkbox"/> ACA Member Exam Fee \$79	<input type="checkbox"/> Non-Member Exam Fee \$158	
	Is this payment for a RETEST?		
	<input type="checkbox"/> NO- First Test	<input type="checkbox"/> YES- Retest (after fail)	
Submit Payment: <i>Please do not email credit card data. Phone in or send a secure fax.</i>	<input type="checkbox"/> Check (payable to ACA International) OR Credit Card		
	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> American Express
Mail to: ACA International Member Services 4040 W. 70th St., Minneapolis, MN, 55435	Account #: _____	Exp: _____	CVC: _____
	Name on Card: _____		
	Signature: _____		

ADDITIONAL INFORMATION

- ACA will verify each applicant's course participation records.
- When using ACA's self-paced, computer-based training (CBT) / e-courses available on CD-ROM or Flash Drive to fulfill course requirements, ACA may require proof that the most current version is used.
- **Candidates must achieve a score of 85% or higher to fulfill the PCS requirement.**
 - **The exam is closed book, delivered online and is scored immediately.**
 - **The exam takes about two hours to complete and must be completed in one session.** It cannot be paused. Please plan accordingly to take the test without interruptions. Your session will expire if it times out. If technical problems occur, notify ACA.
 - **Each exam purchase login will expire after 60 days.** If your login expires, you must purchase a new exam.
 - Successful candidates will be able to view and print certificates from their My ACA account on ACA International's website with their login and password previously used to access their exam. Certificates will be available for 180 days.
 - Candidates who fail can re-test at any time. **A new exam must be purchased and new login issued.**

ACA's Professional Collection Specialist designation is a mark of commitment to professionalism and 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.