



# International Fellowship of Certified Collection Executives

*Application for Induction*

## GENERAL INFORMATION AND POLICIES

Thank you for your interest in becoming a member of the International Fellowship of Certified Collection Executives (IFCCE) – one of ACA International’s most prestigious honors. Recipients of this designation have demonstrated their commitment to the industry and their communities through ongoing involvement.

You must complete all information in this application and provide supporting documentation as necessary before the application can be processed. The review and evaluation process for all applications may include verification of any or all information in the application. Please allow a minimum of four weeks for notification of a decision.

In order to qualify for the IFCCE designation, applicants must meet the 10 minimum criteria below. Unless otherwise noted, the criteria are specific to ACA International activity only.

1. Have a minimum of 10 years of experience in the credit and collection industry.
2. Be a current ACA member in good standing.
3. A high school degree is required. Additional consideration will be given for a bachelor’s and/or a graduate level degree.
4. Possess a Professional Collection Specialist (PCS) or ACA Certified Instructor designation.
5. Have participated as an Officer, Committee Chair, Committee Member or served on the Board of Directors or Council of Delegates at the international/national level or shown active involvement at national level for two years.
6. Have participated as an Officer, Committee Chair or Committee Member, served on the Board of Directors or shown active involvement for three years at the unit level. If aforementioned unit service is prohibited based on applicants’ classification as a creditor, attorney, vendor, etc. must show active unit participation for 3 years in another capacity.
7. Have attended three national ACA meetings over the last five years.
8. Have noted speaking engagements and/or is published.
9. Have advocacy involvement for the credit and collections industry.
10. Have a minimum of five years of community involvement.

## IMPORTANT DEADLINES

Applications due	May 20 <sup>th</sup> , 2022
Notification to applicants	June 8 <sup>th</sup> , 2022
Awards presented at the Association’s Annual Convention & Exposition	July 22 <sup>nd</sup> , 2022

Please complete this application by printing or typing your answers as thoroughly as possible and returning the entire form and three letters of recommendation to Jessica Hartmann, ACA International, 3200 Courthouse Lane, Eagan, MN 55121-1585.

The application can also be faxed to 952-926-1624 or emailed to [hartmann@acainternational.org](mailto:hartmann@acainternational.org).

**Section A. Contact Information**

Date \_\_\_\_\_ Member ID# \_\_\_\_\_

Name \_\_\_\_\_

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

Street Address \_\_\_\_\_

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

Email address \_\_\_\_\_

Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

**Section B. Business Experience**

**Current Position**

Owner       Manager       Part-Owner       Other (Explain: \_\_\_\_\_)

**Additional Experience:** I have the following experience: (Please list in reverse chronological order)

Company	Location	Title	Responsibilities	Dates

**Section C. Education and Training**

**Academic Education:** I attended the following college, university, or business school(s):

School Name	Course of Study	# Years Completed	Degree Received

**Advanced Academic Education:** I have completed the following graduate-level courses and/or earned the following degree(s):

School Name	Course of Study	# Years Completed	Degree Received

**Honorary Degree(s):** I was awarded the following honorary degree(s) conferred by the following college or university:

School Name	Course of Study	# Years Completed	Degree Received

**Association-provided education/training/conferences/conventions:** I have participated in the following training/education courses as provided by a trade association or society. (Includes conventions, Online seminars, conferences, teleseminars, and computer-based training.)

School Name	Sponsored/Conducted By	Location	Date

**Section D. ACA Participation**

**National/International Level:** I have participated at the National/International level for ACA as:

- Officer                      Years \_\_\_\_\_
- Board of Directors      Years \_\_\_\_\_
- Council of Delegates    Years \_\_\_\_\_
- Committee Chair (Note details below)
- ACA Committee Member (Note details below)

National/International Committee(s)	Dates Served

**Unit Level:** I have participated in the following Unit activities:

- Officer                      Years \_\_\_\_\_
- Board of Directors      Years \_\_\_\_\_
- Committee Chair (Note details below)
- Committee Member (Note details below)

Unit Committee(s)	Dates Served

- Unit Conference Attendee

Location	Name of Organization	Year

- I was the recipient of the following award(s) or citation(s) distributed by my Unit Organization:

Location	Name of Organization	Year

*Section D continues on next page* ►

- I was the Unit President when our Unit received the Unit Certificate of Excellence or International Unit Hall of Fame Award:

Award	Year

- I have been unable to serve at the Unit level in a leadership position based on my member classification. I have participated at the Unit level in the following areas/events.

Award	Year

**Local/Regional Level:** I have presented at, organized, or attended the following regional or local conferences as a speaker or organizer/host, etc.

Conference	Location	Your Role	Date

<b>Section E. Personal Contributions to the Improvement of the Credit &amp; Collection Industry</b>
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**Through Education**

I hold the ACA Professional Collection Specialist designation.

- I am an ACA Certified Instructor.
- I have attended the following national ACA meetings over the last five years.
  - Spring Forum     2021     2020     2019     2018     2017
  - Convention         2021     2020     2019     2018     2017
  - Fall Forum          2021     2020     2019     2018     2017

- I have contributed by writing or editing the following ACA education seminars or training programs (e.g., video, CDs, etc.):

Seminar/Program	Date

*Section E continues on next page* ►

- I have contributed to other credit or collection associations or groups by teaching seminars, assisting with the preparation of educational materials, or other related efforts. Please describe below. (This should not include informational presentations, such as speaking at conventions or conferences.)

Program	Organization

### Through Speaking

- I have been a scheduled program speaker at the following ACA Regional, International or Unit meetings (including ACA teleseminars):

Event	Topic	Location	Date

- I have been a scheduled program speaker at collection related events not associated with ACA, as follows:

Event	Topic	Location	Date

### Through Writing

- I have written and published credit or collection related articles or published books in the following publications:

Topic	Name of Article or Book	Publication	Issue Date

Section E continues on next page ►

**Through Consulting**

- I have contributed to others by consulting with and advising other collection or credit related organizations on a volunteer basis. Include a brief description of the activity.

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**Through Personal Recognition**

I have received personal recognition as recipient of national or international awards for contributions to the collection or the credit industry or certification designation.

Sponsoring Association	Name of Award/Certification	Issue Date
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**Section F. Advocacy Involvement**

I have actively advocated for the industry at either the local, state or national level through the following activities.

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**Section G****Public Relations, Community Involvement & Business Ethics Involvement****Through Speaking**

- I was a speaker for the following group(s) not specifically associated with the credit and collection industry but with the purpose of furthering the image of the industry (e.g., local business groups, school students, etc.):

Group/Event	Topic	Location	Date

**Community Involvement**

- I have been involved in the following groups, civic activities, charitable fundraising, religious, fraternal or youth organizations or other community activities. (List specific responsibilities.)

Name of Group	Responsibilities	Dates Involved

**Personal Comments and/or Other Qualifications in Addition to those already Provided in this Application:** The following is a description of other contribution(s) I have made to the industry which haven't been recognized in any other division of this application:

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## Section H. Professional References

### Person to whom you report in your present position (if applicable).

Name \_\_\_\_\_ Title \_\_\_\_\_

CompanyName \_\_\_\_\_

Street Address \_\_\_\_\_

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

Email Address \_\_\_\_\_

Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

### Two references familiar with your credit or collection related experience:

Name \_\_\_\_\_ Title \_\_\_\_\_

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

Street Address \_\_\_\_\_

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

Email address \_\_\_\_\_

Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

CompanyName \_\_\_\_\_

Street Address \_\_\_\_\_

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

Email address \_\_\_\_\_

Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

Please include a letter of recommendation from each of the individuals you listed above with this application.

## Section I. Signature

I certify that the information provided on this application is true and accurate to the best of my knowledge and recognize that should I be selected to receive this award and the information later prove false I risk the revocation of the award.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Deadline for Submission of Application – May 20, 2022**

Please return this entire form to:

Jessica Hartmann  
3200 Courthouse Lane  
Eagan, MN 55121-1585

[hartmann@acainternational.org](mailto:hartmann@acainternational.org)

Fax: (952) 926-1624