



Trainer Specialist® (TS) Renewal Application

ACA International • 3200 Courthouse Lane • Eagan, MN 55121
Phone: (800) 269-1607 • Fax: (952) 926-1624

Thank you for your commitment to professionalism and success in the accounts receivable management industry!

APPLICATION INSTRUCTIONS

Designations renew every two years. Designations that are more than 60 days expired may require the holder to start over with the required courses and assessment.

A valid Professional Collection Specialist® (PCS) Designation is required for this designation.

This is an ACA members-only designation.

Please complete and return this application to ACA Member Services either via mail*, via fax at (952) 926-1624 or via the [ACA online portal](#). To send via the online portal sign into the ACA website at www.acainternational.org, scroll to the bottom of the page and click on "Send a Message".

- Please title your message "TS Capstone Application".
- Once you save the message you will need to re-open it and at the bottom of the message you will see a place to add an attachment. From there you can upload your Capstone Application.
- Once your application and payment are processed, you will receive the short-answer Capstone Assignment via email to be completed and submitted back to ACA electronically.

Please note that the application will not be fully processed until payment is received. You may choose to submit payment via ACH, credit card, e-invoice or mailed check. Payment by mail or e-invoice may delay processing time due to additional handling required.

ACA verifies each candidate's academic record to confirm completion of all designation requirements prior to emailing the Capstone Assignment. Upon notification that your Capstone Assignment has been accepted, successful candidates will be able to view and print certificates by logging in at www.acainternational.org, clicking on their name in the upper right corner of the screen and then clicking on "Certificates".

**You may also submit this application via mail by sending the application to the address listed above. Attention: Member Services. Please note that due to transit and additional handling, processing may be delayed.*



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APPLICANT INFORMATION

Applicant Name	
Applicant Email	
Company Name	
Applicant ACA ID, if known	
Applicant Phone	
Company ID	

REQUIREMENTS: 4 Professional Development Units (PDUs) are required PLUS active PCS designation. 1 PDU = 1 Clock Hour.

ACA may request attendance documentation. You may use a combination of conferences or webinars to complete the required PDUs. Attendance credits may be applied to renew more than one designation. Each designation renewal fee must be paid separately.

Members can access their Events and Education Transcript anytime on acainternational.org. Login to the ACA website, click on your name in the upper right corner and then select "Transcripts".

Course	Date	# of PDUs
Total PDUs		
Required Designation	Date of last PCS Renewal	
Professional Collection Specialist (PCS)		



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PAYMENT

ACA Member Renewal Fee	\$50.00
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Bill Me (e-invoice) Check Credit Card**

Credit Card Number _____

Signature _____ CVC _____

Name on Card _____ Exp Date _____

ACH Payment

Bank Routing Number _____

Bank Account Number _____

Type of Account: Checking Savings

Signature Authorization _____

***Please note a 3% non-refundable fee will be added to credit card payments ("surcharge"), which is not greater than our cost of acceptance. To avoid the surcharge, you may pay via ACH or check. Applicable law prohibits us from applying the surcharge to debit cards and transactions for companies based in CO, CT, MA, ME, NY, or outside of the United States.*