Designation Renewal Application

ACA International • 8615 Eagle Creek Circle • Savage, MN
55378 Phone: (800) 269-1607 • Fax: (952) 926-1624

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.

You must submit a separate renewal application and payment for each of your designations.

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 "(Insert Designation) 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 (CIP, PCM, CCCP, CCCO or HCM) renewal application and payment are processed, you will receive an email from Member Services in regard to the successful renewal.

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.

Once your renewal has been verified and accepted, you will be able to view and print your certificate 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.*

I certify that the information provided by me on this application including any accompanying or required documentation is true and correct to the best of my knowledge.

Applicant Signature: _____ **Date** _____

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APPLICANT INFORMATION

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

RENEWAL REQUIREMENTS

Check appropriate box for your designation. Professional Development Units (PDU) are calculated as 1 PDU = 1 Clock Hour. All required PDUs must be earned during the two year renewal period.

- Credit and Collection Compliance Professional (CCCP): 8 PDUs
- Collection Industry Professional (CIP): 8 PDUs PLUS active PCS designation
- Credit and Collection Compliance Officer (CCCO): 12 PDUs
- Healthcare Collection Management (HCM): 12 PDUs
- Professional Collection Manager (PCM): 12 PDUs PLUS active PCS designation

ACA may request attendance documentation. PDUs may be applied to renew more than one designation. Choose from conferences or a combination of webinars to earn PDUs. 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 *(CIP and PCM only.)*	**Date of last PCS Renewal**	
Professional Collection Specialist (PCS)		



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PAYMENT

ACA Member Renewal Fee	$63.00	Non-Member Renewal Fee	$126.00

☐ 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 _____

Name on Account _____

Type of Account: ☐ Checking ☐ Savings

Signature Authorization _____