Professional Collection Specialist®
(PCS) Renewal Application

ACA International • 8615 Eagle Creek Circle • Savage, MN
55378 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

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 "PCS Renewal 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 PCS Application.
- Once your application and payment are processed, exam login information will be emailed to the trainer.

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.

Upon notification that you have passed your exam, 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.*

ADDITIONAL INFORMATION

- To renew your PCS you must take the online PCS exam and pass with a score of 85% or better. Exam login information will be emailed to the trainer after this form is processed.

Terms of exam:

- The exam is closed book, delivered online and is scored immediately.
- Each exam purchase comes with 2 attempts.
- There is a 2-hour timer on each exam attempt. Each attempt must be completed in one session. It cannot be paused. Please plan to take the test without interruptions. If technical problems occur, notify ACA.
- If the first attempt is failed, the user may exit the system and return another time to complete the second attempt.

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Terms of exam (continued):

- If a candidate fails both attempts, that exam will lock and a new exam must be purchased.
- Each exam purchase login will expire after 60 days. If your login expires, you must purchase a new exam.
- When a passing score is achieved, ACA will notify the user of their designation award.

Accomplishments and certificates will be recorded in the My ACA Education Transcript on ACA's website.

APPLICANT INFORMATION

NOTE: If you have several applicants you are submitting at one time, you may submit one application and attach a separate sheet listing all of the applicants with the appropriate information for each.

Applicant Name			
Applicant Email			
Applicant Phone		**Applicant ACA ID, if known**	
Trainer/Supervisor Name			
Trainer/Supervisor Email			
Trainer/Supervisor ACA ID		**Trainer/Supervisor Phone**	
Company Name		**Company ID**	

RENEWAL REQUIREMENT

Take the online PCS exam and pass with a score of 85% or better.

Complete the payment information below to purchase access to the exam. The exam is administered via ACA's Learning Management System. Login instructions will be sent once this application has been processed.

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PAYMENT

ACA Member Exam Fee	**$57.75**	**Non-Member Exam Fee**	**$115.50**

☐ 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 _____