Trainer Specialist® (TS)
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

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 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 TS Renewal Application.
- Once your TS 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.

ACA verifies each candidate's academic record to confirm completion of all designation requirements prior to processing the application. Upon notification that your renewal was successfully processed, applicant 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	**$63.00**

☐ 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 _____