

# Certified Credit Executive® (CCE®) Recertification Report

Submit to: NACM Education Dept., 8840 Columbia 100 Parkway, Columbia, MD 21045-2158



Recertification Period From \_\_\_\_\_ To \_\_\_\_\_

Mr./Ms. First Name \_\_\_\_\_ Middle or Maiden Name \_\_\_\_\_ Last Name \_\_\_\_\_

Name as it Should Appear on all Correspondence and Certificate

Title \_\_\_\_\_ Business Email Address \_\_\_\_\_ Company \_\_\_\_\_

Business Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Business Shipping Address \_\_\_\_\_ City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Direct Business Phone \_\_\_\_\_ Main Business Phone \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Home Phone \_\_\_\_\_ Personal Email Address \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Birthday (MM/DD) \_\_\_\_\_ The Name of My Local NACM Affiliated Association \_\_\_\_\_

Please send all correspondence related to this application to:

- Home Address  Business Address

## CCE Recertification Fee Schedule:

For NACM Members Received by October 31	\$175	\$ _____
For NACM Members Received After October 31 but Before December 31	\$200	\$ _____
For Nonmembers	\$350	\$ _____
Late Fee (after December 31 of Recertification Year)	\$25	\$ _____
<b>Total Amount Enclosed With Report</b>		\$ _____

A check, made payable to **NACM-National Education Department**, is attached.

Charge to:  Visa  MasterCard  American Express  Discover Card

Card Number \_\_\_\_\_ Card Security Code \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

Credit Card Billing Address \_\_\_\_\_ City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

I would like NACM to notify my immediate supervisor of my recertification achievement.

Mr./Ms. Name of Supervisor \_\_\_\_\_ Supervisor's Title \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Direct Phone \_\_\_\_\_ Email Address \_\_\_\_\_

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This form must be completed and returned to the NACM-National Education Department by December 31st of your recertification year. CCEs must recertify at three-year intervals to maintain their designation.

A total of six points are required to earn recertification. Three points must be educational points and the other three must be participation points. Educational points are based on continuing education units; one education point is equal to 10 hours of continuing education. All programs and activities listed on this report must have occurred during your recertification period.

I certify that the information listed on this report is true to the best of my knowledge.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Applicant Date (MM/DD/YYYY)

I understand that by providing my mailing address, email address and phone numbers, I consent to receive communications sent by or on behalf of the National Association of Credit Management (NACM), FCIB-NACM, Inc., and its subsidiaries and Affiliated organizations, via regular mail, email or phone.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Applicant Date (MM/DD/YYYY)

Check here to opt out of the congratulatory listing published in Business Credit magazine.

## Section I - Continuing Education

### A. Completion of Advanced-Level Courses

\_\_\_\_\_ points  
List any advanced-level course work you have completed at a degree-granting institution related to business credit, financial management or personal development. Each credit hour is equal to one recertification point. Official transcripts must be sent directly to the NACM Education Department.

Institution	Course Title	Date	Credit Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### B. Continuing Education at Conferences, Seminars, Meetings, and Webcast Plus

\_\_\_\_\_ points  
Programs listed in this section must be live in-person or Webcast Plus sessions. Topics must be related to business credit, financial management or professional development and should be at an advanced level. Webcast Plus sessions can be intermediate or advanced levels. Each hour of instruction is equal to 0.1 education point or 0.1 CEU. For any listings not found on your CEU Report, please provide documentation. You may earn a max of 5 points through Webcast Plus.

Program Sponsor	Name of Program	Year Completed	Hours of Instruction
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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## C. Credit Learning Center and Self-Study Courses

\_\_\_\_\_ points

If you have successfully completed self-study courses sponsored by a qualified institution, list them here. The Credit Learning Center course must be a CCE Recertification approved course. Two recertification points for each course completed.

Sponsor	Course Name	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## D. Speaker, Presenter, Panelist, Lead Thought Leadership Discussion

\_\_\_\_\_ points

For time spent preparing and researching a topic for a speech or presentation, you will be awarded one educational point for each presentation. Your presentation can take place at a locally, regionally or nationally sponsored educational event. (Service as an instructor or speaker at an employer sponsored gathering is considered a local presentation). The subject of the presentation must be related to business credit or financial management. The topic should be at an advanced level. Please provide verification of your listings.

Program Sponsor	Name of Program	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## E. Instructor

\_\_\_\_\_ points

If you have taught courses related to business credit or financial management, you can earn one education point for each course taught. Educational points are granted for the time you have spent preparing for and researching the course topic. One education point is awarded for each course taught. Please provide verification of your listings.

Institution	Name of Course	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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## F. Published Author

\_\_\_\_\_ points

If you have authored an article which has been published, list the name of the publication, title of the article and date of the publication below. Articles must be at least 250 words in length and relate to business credit or financial management. Letters to the editor will not be accepted as published articles. Please attach a copy of each article listed. Each published article is worth two recertification points.

Name of Publication	Title of Article	Date Published
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## G. National NACM/FCIB Surveys (.1 point per survey instance; 1.5 point maximum)

\_\_\_\_\_ points

Participation will be confirmed through the survey's respondent rosters. 1.5 points may be taken in the Education Section and 1.5 points may be taken in the Participation Section if more than the maximum is earned over your recertification period.

**Year(s) Participated** \_\_\_\_\_

## H. Career or Professional Accomplishments

\_\_\_\_\_ points

List any information which may not conform to the previous categories, but you believe is worthy of review. Any listings should pertain to educational opportunities you presented or in which you participated. Scoring is at the discretion of the NACM Education Department. Between .5 and 2 points may be awarded.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Education Points** \_\_\_\_\_



**Section II - Participation**

**A. NACM Membership**

\_\_\_\_\_ points

List membership with your local NACM Affiliated Association and local CFDD Chapter as well as NACM-National memberships (and FCIB) within your recertification period. Earn .5 point per membership per year.

Organization	Dates of Active Membership

**B. Participation in NACM Sponsored Educational Meetings, Conferences, Seminars, Workshops or Roundtables**

\_\_\_\_\_ points

1 point for each nationally sponsored NACM educational event  
 .5 point for each regionally sponsored NACM educational event  
 .25 point for each locally sponsored NACM educational event

Event Sponsor Name	Location	Date Attended

**C. NACM Executive Service**

\_\_\_\_\_ points

List your service as a committee member or chair, or service on a board of directors. Service can be within a local NACM Affiliated Association, an NACM Industry Credit Group or at the National level of NACM, CFDD, or FCIB. Service for other allied or professional associations may be listed here. For committee service, .25 point is awarded for membership; .5 point is awarded per year for serving on a board of directors.

Sponsor	Activity	Position	Date/Term

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## D. Speaker, Presenter, Panelist

\_\_\_\_\_ points

List your service as a presenter at a locally or regionally sponsored educational event. Service as an instructor or speaker at an employer sponsored gathering may be listed here. The subject of the presentation must be related to business credit or financial management. The topic should be at an advanced level and is awarded one point for each two-hour presentation.

Program Sponsor	Name of Program	Date	Hours of Program
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## E. Instructor

\_\_\_\_\_ points

If you have taught courses related to business credit or financial management, list the appropriate information here. Service as an instructor may be full- or part-time. One point is awarded for each course.

Institution	Location	Name of Course Taught	Date	Credit Hours
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## F. Participation in Webinars or Webcast Plus

\_\_\_\_\_ points

.5 points for each nationally sponsored educational event  
.25 points for each locally sponsored educational event  
2 points maximum

You must be the registered participant to receive points. Your name will be verified through the program's attendance roster.

Sponsor	Event Name	Speaker Name	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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**G. Participation in National NACM/FCIB Surveys** (.1 point per survey instance / 1.5 point max.)

\_\_\_\_\_ points

Participation will be confirmed through the survey's respondent rosters. 1.5 points may be taken in the Participation Section and 1.5 points may be taken in the Education Section if more than the maximum is earned over your recertification period.

Year(s) Participated \_\_\_\_\_

**H. Corporate Accounts Receivable Data Sharing/Contribution** (.25 points per year / .75 points max.)

\_\_\_\_\_ points

If your company contributes its Accounts Receivable Data to an NACM Affiliate credit reporting database, your company is contributing to the welfare of the business community. You may earn .25 points per year for full file contribution.

**Name of Affiliate Receiving Data Contribution**

**Year(s) Participated**

\_\_\_\_\_

**I. Honors, Awards and Achievements**

\_\_\_\_\_ points

List any honors or awards received during your recertification period. The honors or awards must be related to the field of business credit or financial management. One point is awarded for each award. Please provide documentation of your achievement.

**Award Sponsor**

**Name of Award**

**Date Awarded**

Award Sponsor	Name of Award	Date Awarded
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**J. Volunteer and Community Service**

\_\_\_\_\_ points

List any religious, civic, fraternal or charity work performed and the dates of your service. Each year of service is awarded .5 point per year.

_____
_____
_____
_____
_____
_____

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## K. Career or Professional Accomplishments

\_\_\_\_\_ points List any information which may not conform to the previous categories but you believe is worthy of review. Any listings should pertain to educational opportunities you presented or in which you participated. Scoring is at the discretion of the NACM Education Department. Between .5 and 2 points may be awarded.

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## L. Contributions to Credit Community

\_\_\_\_\_ points List any contributions you have made to the business credit community. Contributions include: being interviewed for an article in an NACM publication, mentoring Professional Designation Exam candidates, contributing questions to be considered for NACM Professional Designation exams, contacting Congress on issues adversely impacting credit, etc.

**Total Participation Points** \_\_\_\_\_

**Total Continuing Education Points** \_\_\_\_\_

**Total Participation Points** \_\_\_\_\_

**Total Points** \_\_\_\_\_

Return completed form to:

NACM Education Dept., 8840 Columbia 100 Parkway, Columbia, MD 21045-2158 • Fax: 410-740-5574 • Email: [education\\_info@nacm.org](mailto:education_info@nacm.org)