

Mr./Ms.	First Name	Middle or Maiden Name	Last Name		
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 Telephone		Main Business Telephone			
Home Address		City	State/Province	Zip/Postal Code	Country
Home Telephone		Home Email Address			
Birth Month/Day (MM/DD) _____ The name of my local NACM Affiliated Association: _____					

Please send all correspondence related to this report to my: Home Address Business Address

Fee Schedule:	CCE Recertification Fee received by Oct. 31 (Member)	\$150	\$ _____
(Mark applicable fees)	CCE Recertification Fee received after Oct. 31 (Member)	\$175	\$ _____
	CCE Recertification Fee (Non-Member)	\$300	\$ _____
	Late Fee	\$ 25	\$ _____
	Total Enclosed with Report		\$ _____

* CCE Lapel Pin and Wooden Plaque are available through NACM's Bookstore.

I am paying using a: Check, made payable to **NACM-National Education Department**.
 Credit Card 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		

I would like NACM to notify my immediate supervisor (only one name please) 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			

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

I understand that by providing my mailing address, email address and telephone number, 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 telephone.

Signature of Applicant

Date

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

Section I – Continuing Education

A. Completion of Advanced-Level Courses

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, Lectures or Roundtables

Program topics must be related to business credit, financial management or personal development and should be at an advanced level. 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.

Program Sponsor	Name of Program	Date	Hours of Instruction

C. Self-Study Courses

If you have successfully completed self-study courses sponsored by a qualified institution, list them here.

Sponsor	Course Name	CEUs/Hours	Grade

D. Speaker, Presenter, Panelist

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	Hours of Program

E. Instructor

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	Hours of Program

F. Published Author

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)

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. Special Consideration

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.

I. CCE Level Exam Questions

Please provide questions with answers that would be suitable to include on a CCE examination. Questions may be true/false, multiple choice or cases/problems. They must be challenging and you must be able to verify the answers. You may earn .25 point per question with a one point maximum. Using a separate sheet, please attach the questions to this report.

Questions attached.

Total Education Points _____

Section II – Participation

A. NACM Membership

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

Organization	Dates of Active Membership

B. Membership in Allied National Societies and Other National Professional Associations

This includes membership with Risk Management Associates (RMA), American Bankers Association (ABA), etc. Earn .25 point per year of membership, per organization.

Organization	Dates of Active Membership

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

- 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

D. NACM Executive Service

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, CRF 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

E. Speaker, Presenter, Panelist

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

F. Instructor

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

G. Participation in Audio Teleconferences or Web Seminars

- .5 points for each nationally sponsored Audio Teleconference or Web Seminar
- .25 points for each locally sponsored Audio Teleconference or Web Seminar
- 2 points maximum

List nationally sponsored audio teleconferences or web seminars in which you have participated. 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

H. Participation in National-NACM/FCIB Surveys (.1 point per survey instance 1.5 point maximum)

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 _____

I. Corporate Accounts Receivable Data Sharing/Contribution

(0.25 points per year 0.75 points maximum)

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. One participation point per year for full file contribution.

Name of Affiliate Receiving Data Contribution and Year(s) Participated

J. Honors, Awards and Achievements

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

K. Voluntary Community Service

List any religious, civic, fraternal or charity work performed and the dates of your service. Each year of service is awarded 0.5 point per year.

L. Special Consideration

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 0.5 and 2 points may be awarded.

N. CCE Level Exam Questions

Please provide questions with answers that would be suitable to include on a CCE examination. Questions may be true/false, multiple choice or cases/problems. They must be challenging and you must be able to verify the answers. You may take points for submitted questions on only one section of this report. Using a separate sheet, please attach the questions to this report. Each question is awarded .25 point per question with a one point maximum.

Questions attached.

Total Participation Points _____

Please mail, email or fax your completed report to:

M: National Association of Credit Management
Professional Certification Program
8840 Columbia 100 Parkway
Columbia, MD 21045-2158

E: education_info@nacm.org

F: 410-740-5574