

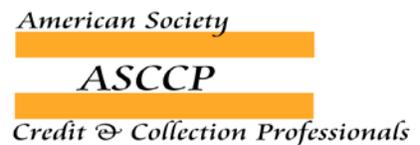
NACM Credit Professionals Alliance & BCMA
American Society of Credit & Collection Professionals™

Accreditation Program

CCP
Certified Credit Professional™

CPC
Certified Professional Collector™

*Business Credit, Collection Accreditation and Credentials
that build success and careers.....*



CERTIFICATION

[Certification](#)

[Certification Overview](#)

[Introduction to Certification](#)

[Standards of Eligibility](#)

[Revocation of Certification](#)

[U.S. Requirements](#)

[BECCP Certification](#)

Certification

Why should business credit and collection professionals apply for Credentialing Standards Board (CSB) accreditation as soon as the opportunity is available? By having accreditation in place as a **credential**, Certificate holders can more easily respond to business and employment opportunities available.

Certified professionals always earn more and are better positioned for advancement.



Here are the *usual* steps leading to CSB certification:

One way the American Society of Credit and Collection Professionals (ASCCP) serves the credit and collection profession is through the administration of an accreditation program through the CSB.

The first step toward CSB accreditation is to complete an application for a Council Record. The CSB verifies and maintains a record of an applicant's education, training, examination, registration, and character. When his or her Council Record has been completed, the CSB will examine the applicant's qualifications and determine the applicant's eligibility for certification. If CSB requirements are met, an eligibility certificate will be issued.

As long as an eligibility certificate is active, the local jurisdiction office will, upon application by the eligible certificate holder, transmit a copy of the individual's Certificate Record to the CSB. The Certificate Record is the individual's Council Record, together with the local jurisdiction's certification that the individual has complied with the Council's standards of eligibility for certification, and a recommendation that the individual be registered as a Certified Credit Professional (CCP), and/or Certified Professional Collector (CPC).

With this certification, registration may be obtained from CSB without further examination and without the certificate holder being required to make a personal appearance. CSB may require that the certificate holder's qualifications be supplemented by a personal interview and/or by additional examination.

The one time fee for compiling a Council Record is \$125 payable upon submission of your application.

The fee for processing an application for a Certificate is, \$175 payable upon certification. (This fee is in addition to the one time \$125 Council Record compilation fee.)

FORMS

[Certification Application](#)

[Employment Verification Form](#)

CERTIFICATION

- [Certification](#)
- [Certification Overview](#)
- [Introduction to Certification](#)
- [Standards of Eligibility](#)
- [Revocation of Certification](#)
- [U.S. Requirements](#)
- [BECCP Certification](#)

Broadly Experienced Credit & Collection Professional™ (Plan A)



BECCP CERTIFICATION PROCESS

You are considered a “broadly experienced credit & collection professional” if you have a minimum of five (5) years experience in the business credit and collection field. BECCP candidates for the CCP or CPC, if meeting criteria as defined below, reduces the number of years of experience required in order to qualify for the Broadly Experienced Credit & Collection Professional plan. The required number of years of practice as a credit and collection professional is determined as follows:

- If you hold any associate, baccalaureate or higher degree, you must demonstrate a minimum (2) two years of practice, or;
- If you hold a CBA, CBF, CCE, CCM, CNA, CPA, CRM or other Accounting, Credit, Treasury award or designation, you must demonstrate a minimum (3) three years of practice.
- If you hold no degree, designations or designation awards, you must demonstrate a minimum (5) five years of practice.

HOW TO APPLY

FORMS

- [Certification Application](#)
- [Employment Verification Form](#)

Complete an Application for Council Record/Certificate. Indicate on the application that it is being submitted for evaluation as a **Broadly Experienced Credit & Collection Professional (BECCP)**. Indicate the accreditation applied for; CCP, CPC or both.

Once your eligibility for BECCP has been determined, three members of CSB will review your dossier, and make written reports to the CSB board. The CSB will reach a consensus at its next scheduled meeting as to whether or not you have demonstrated the required learning, broad-based knowledge and experience necessary. If you have done so, the CSB will either approve your application as submitted for accreditation or invite you for a personal interview to be held at a CSB subsequent meeting.

If your dossier does not demonstrate the required learning, broad-based knowledge and work experience, you may within one (1) year, request a second review of your application after acquiring additional knowledge or experience as recommended by the CSB in its initial evaluation.

The interview is conducted by (3) three CSB members and is intended to verify the material presented in your dossier. If your interview is successful, you will receive Certification, assuming all other requirements have been met. An interview, if required, is included in the cost of the filing fee. CSB charges **an additional fee** of \$100 if a second review of your application for accreditation occurs within one (1) year of your original application evaluation.

The CSB meets at a minimum, (3) three times per year at approximately four-month intervals.

INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR A COUNCIL RECORD/ CERTIFICATE

Request an Application for Council Record/Certificate by contacting the NACM Credit Professionals Alliance
913.383.9300 Email rross@nacmkc.org or Fax your request to 913.381.0109.



GENERAL

CSB's "Application for Council Record/Certificate" is used by all applicants for a Council Record whether they are applying to obtain CSB certification or to participate in the Intern Development Program (IDP). If you have previously established a CSB Council Record, please contact CSB at 262.827.2880 to obtain a Supplemental Application form.

Fill out the form accurately, neatly, and completely.

Type or neatly print using black ink so that clear electronic images and reproductions can be made. Use "N/A" for those sections that do not apply in your situation, and attach additional sheets when necessary to explain complex or unusual situations. (DO NOT attach a resumé in lieu of completing the form.) Return the original to the CSB. Retain a copy for your file.

If your application is accepted after preliminary review, the CSB office will advise you of your CSB file number. Use the CSB file number on all subsequent correspondence with the CSB before and after certification.

A letter of acknowledgement with forms for verification of education and employment will be sent if applying under the IDP program. The information on the application for which verification is requested is usually sufficient for establishing a Council Record; however, the CSB may ask you to furnish additional documentation.

A. REGISTRATION HISTORY

Indicate registration status in any or other credentialing or accreditation programs you are currently in or have previously registered with. (All or previous professions)

B. EXAMINATION HISTORY

Indicate the examination(s) you have completed and give the dates and locations for which you took the exam(s). CSB will verify examinations passed. (All professions)

C. EDUCATION HISTORY

List the colleges and universities that you have attended. Designate those where you received a degree. Applicants who have had no college education should list the date of graduation from high school (or high school equivalent) and the name of the school. An applicant who did not receive or complete a degree program from a college or university should show major field(s) of study and the number of credit hours (semester or quarter) earned.

If your professional education was acquired in a foreign country, the CSB Council may require that your education be evaluated. CSB will advise you if this evaluation is required and provide you with instructions after receiving your application. Credit cannot be granted for education that is not verified by an official transcript. Prior filing of such documents with a registration board does not preclude the furnishings of copies to CSB.

If you attended schools in the United States, we will ask you to have your official transcripts sent to the CSB office directly from the school. After we receive your application, we will send the necessary official authorization and inquiry forms to you.



Do not ask the schools to send transcripts to the CSB until after you have been issued a CSB file number. The education inquiry form includes provisions for you to furnish the school with a transcript fee, if required.

D. EXPERIENCE/TRAINING HISTORY

Whether applying under the BECCP or IDP Plans, an applicants' Experience Employment Training History is required. You must provide complete information on your entire employment experience. Accuracy of the dates (month, day, year) and the types of employment are very important. Include employment with organizations where such employment may not have been directly related to business credit and collection work so that no gaps appear in the chronological listing. Note periods of self-employment and unemployment where they occur, rather than leaving a period of time without explanation.

Differentiate carefully between periods of part-time and full-time employment and show the hours per week worked in the part-time employment. Indicate the appropriate employment status and the type of product and services rendered by each employer.

List complete current addresses for all employers. If a firm has dissolved, list the previous name and address and list a current address of your former supervisor if available. If a firm is now operating under a different name, list the name and address at the time that you worked there. If a former employer is deceased, list the former address.

For experience with firms indicated as "other", include a brief description of the nature of the work performed.

If part of your chronological experience record includes time spent in the military service, please furnish a legible copy of your "Report of Separation from the Armed Forces of the United States" (DD form 214).

If more than eight employers are included, photocopy page Form 1-5 as needed.

E. F. & G. SPECIAL ITEMS & AFFIDAVIT

Check the box acknowledging the statements contained in the affidavit.

MAIL

Mail Application with fees to:

Business Credit Management Association
CSB Council Records
PO Box 510157
15755 W. Rogers Drive, Suite 200
New Berlin, WI 53151-0157