

Recertification Period	From	To			
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		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 application to my: Home Business

Dual Recertification (CCE & ICCE) Fee Schedule:

For NACM and FCIB members received by October 31	\$400	\$ _____
For NACM and FCIB members received after October 31 but before December 31	\$475	\$ _____
For nonmembers (no NACM or FCIB membership)	\$900	\$ _____
Late fee (after December 31 of recertification year)	\$100	\$ _____
Total Amount Enclosed		\$ _____

* CCE lapel pin and wooden plaque are available through NACM's bookstore.

Payment Method: Check (made payable to **FCIB**)
 Credit Card Charge to: VISA MasterCard American Express Discover

Card No.	Card Security Code	Expiration Date
Cardholder's Name		Cardholder's Signature
Credit Card Billing Address		

Please 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			

Complete and return this form to the NACM-FCIB Education Department no later than December 31 of your recertification year. CCE and ICCE dual certification holders must recertify every three years to maintain their designations. A total of 30 hours is required to earn recertification: 15 educational hours and 15 participation hours. Within each of these categories, hours must reflect a mix of both international and domestic activities. Convert NACM CEUs to hours, based on the following scale: .1 CEU = 1 hour. Just multiply NACM CEUs by 10 or move the decimal point over one digit to the right. 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 regarding professional designations sent by or on behalf of the National Association of Credit Management (NACM) and Finance, Credit and International Business Association (FCIB) via regular mail, email or telephone. I also grant NACM or FCIB permission to maintain information about my education and participation for the purposes of maintaining my professional designations.

Signature of Applicant

Date

Section I – Education

A. Completion of Advanced-Level Courses

List any advanced-level coursework you have completed at a degree-granting institution related to business credit, financial management or personal development. Each credit hour is equal to 1 recertification hour. Official transcripts must be sent directly to the NACM-FCIB Education Department. A maximum of 6 hours per course; maximum hours in this section are 10.

Table with 4 columns: Institution, Course Title, Date, Hours. Includes four empty rows for data entry.

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 instruction hour equals 1 education hour. Please provide program and registration documentation. NACM or FCIB conferences, seminars, workshops and roundtables earn education and participation hours. For any listings not found on your ICEU/CEU report, please provide documentation.

Table with 4 columns: Program Sponsor, Name of Program, Date, Hours. Includes four empty rows for data entry.

Page Total (Hours) _____

Section I – Education Continued

C. Graduate School of Credit & Financial Management Domestic or International (GSCFM or GSCFMI)

Earn 10 hours for successful completion of the GSCFM or GSCFMI program taken during your recertification period. GSCFM and GSCFMI earn both education and participation hours.

Attendance Year	Hours
_____	_____

D. Self-Study Courses

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

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

E. Speaker, Presenter, Panelist

For time spent preparing and researching a topic for a speech or presentation, you will receive 3 education hours for each different presentation topic. Your presentation can take place at a locally, regionally, nationally or internationally 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 relate to business credit or financial management. The topic must be at an advanced level. Please provide program and participation documentation. NACM or FCIB events earn both education and participation hours; other events earn either education or participation hours. Please provide verification of your listings.

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

F. Instructor

If you teach business credit or financial management courses, please document them here. Education hours are granted for the time you spent preparing for and researching the each individual course topic. You are awarded 5 education hours each different course topic taught. Please provide verification of your listings.

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

Page Total (Hours) _____

Section I – Education Continued

G. Published Author

If you have authored an article that 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 2 hours.

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

H. Webinars and Teleconferences (2 hours maximum)

Earn 1 hour for each hour of a teleconference or webinar. Please provide program and registration documentation. NACM and FCIB teleconferences and webinars earn both education and participation hours. You must be the registered participant to receive hours. Your name will be verified through the program’s attendance roster.

Date	Program Sponsor	Program Title	Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I. NACM and FCIB Surveys (.1 hour per survey instance; 3 hour maximum;)

Participation will be confirmed through survey respondent rosters. In the Education Section, 3 hours may be taken, and 3 hours may also be taken in Participation Section. To receive the full 3 hours, surveys must be a mix of NACM and FCIB surveys with a maximum 1.5 hours for NACM and FCIB respectively.

Date	Survey Title/Topic	Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section I – Education Continued

J. Special Consideration

List any information that does not conform to the previous categories that you believe is worthy of review. Listings should pertain to educational opportunities you presented or in which you participated. Hours are decided by the NACM-FCIB Education Department. Between .5 and 2 hours may be awarded.

K. CCE Exam Questions, ICRM Online Course Review or FCIB Country Guides

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 1 hour per question with a 4-hour maximum. Using a separate sheet of paper, please attach the questions to this report.

If you volunteered to review a module for FCIB's International Credit & Risk Management online course or develop one of FCIB's online country guide, award yourself 4 hours. Provide the name of the module and how you helped update and revise it. If you worked on a country guides, provide the name of the guide and the elements that you added to it.

Questions attached.

Page Total (Hours) _____

Total Education Hours _____

Section II – Participation

L. Membership

Hours are awarded for your NACM, CFDD and FCIB membership within your recertification period. Earn 2 hours per membership per year.

Organization	Dates of Active Membership

M. Membership in Allied National Societies and Other National or International Professional Associations

Your memberships with other associations such as the Risk Management Association, The American Bankers Association, or European credit associations such as CICM, ACMS, or AFDCC earn 1 hour per year of membership, per organization.

Organization	Dates of Active Membership

N. NACM and FCIB Sponsored Educational Meetings, Conferences, Graduate School of Credit and Financial Management Domestic or International (GSCFM or GSCFMI), Seminars, Workshops or Roundtables

Earn 5 participation hours per Credit Congress, FCIB International Credit and Risk Management Summit or FCIB Global conference attended during your recertification period. Attendance at an FCIB full-day workshop earns 2 participation hours, and each FCIB roundtable or half-day workshop, 1 participation hour. Regionally sponsored NACM education events earn .5 hours, and locally sponsored NACM events earn .25 hours. NACM or FCIB conferences, seminars, workshops and roundtables earn both education and participation hours. Participation in the Graduate School of Credit and Financial Management Domestic and International (GSCFM or GSCFMI) is awarded 10 hours and should be recorded here.

Event Sponsor Name	Location	Date Attended

Page Total (Hours) _____

Section II – Participation Continued

O. NACM and FCIB Volunteer Service

List your volunteer service on an NACM or FCIB committee or board. Service can be within a local NACM affiliated association, an NACM industry credit group or at the national level for NACM, CFDD or FCIB. Service for other allied or professional associations may also be listed here. For committee service, 2 hours are awarded for membership; 5 hours are awarded per year for serving on a board of directors or advisors.

Sponsor	Activity	Position	Date/Term
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

P. Speaker, Presenter, Panelist, Moderator

List your service as a presenter at an educational event. Service as an instructor or speaker at an employer-sponsored gathering also may be listed here. The subject of the presentation must relate to business credit or financial management. The topic should be at an advanced level and is awarded 3 hours for each two-hour presentation.

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

Q. 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. Each course is awarded 5 hours. Each course must represent a different topic within credit.

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

Page Total (Hours) _____

Section II – Participation Continued

R. Webinars and Teleconferences (2 hours maximum)

Earn 1 hour for each hour of a teleconference or webinar. Please provide program and registration documentation. FCIB and NACM teleconferences and webinars earn both education and participation hours. You must be the registered participant to receive hours. Your name will be verified through the program attendance roster.

Table with 5 columns: Sponsor, Event Name, Speaker Name, Date, Hours. Includes 5 rows of horizontal lines for data entry.

S. NACM and FCIB Surveys (.1 hour per survey instance; 3 hour maximum)

Participation will be confirmed through survey respondent rosters. You can receive 2 hours in the Education Section, and 2 hours also may be taken in the Participation Section if more than the maximum is earned over your recertification period. To receive the full 2 hours, surveys must be a mix of NACM and FCIB surveys with a maximum 1 hour each.

Table with 3 columns: Date, Survey Title/Topic, Hours. Includes 3 rows of horizontal lines for data entry.

T. Corporate Accounts Receivable Data Sharing/Contribution (1 hour per year; 3 hours 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. Full file contribution is awarded 1 participation hour per year.

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

U. Honors, Awards and Achievements

List any honors or awards received during your recertification period. The honors or awards must relate to the field of business credit or financial management. You will be awarded 1 hour for each award. Please provide documentation of your achievement.

Table with 3 columns: Award Sponsor, Name of Award, Date Awarded. Includes 4 rows of horizontal lines for data entry.

Page Total (Hours) _____

Section II – Participation Continued

V. FCIB Shared Resources and Discussion Board

Earn 1 hour for each resource you share through FCIB's *Forms, Guides and Samples* section of the online Knowledge and Resource Center; .5 hours awarded for each discussion post. A maximum of 3 hours per year.

Date Posted	Resource Shared	Hours

W. Voluntary Community Service

List any religious, civic, fraternal or charity work performed and the dates of your service. Each year of service is awarded 2 hours per year. A maximum of 4 hours can be awarded for this section.

X. Special Consideration

List any information that may not conform to the previous categories that you believe is worthy of review. Listings should pertain to educational opportunities you presented or in which you participated. Hours values are decided by the NACM-FCIB Education Department. Between 0.5 and 2 hours may be awarded.

Y. CCE Exam Questions, ICRM Online Course Review or FCIB Country Guides

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 1 hour per question with a 4 hour maximum. Using a separate sheet, please attach the questions to this report.

If you volunteered to review a module for FCIB's International Credit & Risk Management online course or develop one of FCIB's online country guides, award yourself 4 hours. Provide the name of the module and how you helped update and revise it. If you worked on a country guide, provide the name of the guide and the elements that you added to it.

Questions attached.

Page Total (Hours) _____

Total Continuing Education Hours _____

Total Participation Hours _____

Total Hours _____

Please mail or email your completed report to:
 M: NACM-FCIB Education Department
 Professional Certification Program
 8840 Columbia 100 Parkway
 Columbia, MD 21045-2158

E: education_info@nacm.org
 Phone: 410-740-5560