

# Dual Recertification Report (CCE®/ICCE®)

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 Year _____	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	\$ _____
<b>Total Amount Enclosed</b>		\$ _____

\* 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 _____			

# Dual Recertification Report (CCE®/ICCE®)

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 16 hours is required to earn recertification: 8 educational hours and 8 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.

Institution	Course Title	Date	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 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.

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

**C. Graduate School of Credit & Financial Management (GSCFM)**

Earn 5 hours for successful completion of the GSCFM program taken during your recertification period. GSCFM earns 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, Instructor**

For time spent preparing and researching a topic for a speech or presentation, you will receive 5 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. 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 credited with 2 hours.

Name of Publication	Title of Article	Date Published

**G. NACM National or FCIB Thought Leadership Discussion Groups and Webinars (4 hours maximum)**

Earn 1 hour for each hour of a webinar or participating in a virtual thought leadership discussion group. Please provide program and registration documentation. NACM and FCIB 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**H. NACM and FCIB Surveys (.1 hour per survey instance; 3 hours 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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**I. Career or Professional Accomplishments**

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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Please provide questions with answers suitable for a CCE examination. Questions may be in the format of 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 describe 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.

**Total Education Hours** \_\_\_\_\_

**Section II - Participation**

**A. Membership**

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

<b>Organization</b>	<b>Dates of Active Membership</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**B. NACM and FCIB Sponsored Educational Meetings, Conferences, Graduate School of Credit and Financial Management, Seminars, Workshops or Roundtables**

Earn 5 participation hours per Credit Congress, FCIB-sponsored 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 earns 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.

<b>Event Sponsor Name</b>	<b>Location</b>	<b>Date Attended</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**C. 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.

<b>Sponsor</b>	<b>Activity</b>	<b>Position</b>	<b>Date/Term</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**D. Speaker, Presenter, Panelist, Moderator, Instructor**

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

**E. NACM National or FCIB Thought Leadership Discussion Groups (4 hours maximum)**

Earn 1 hour for each hour of a webinar. Please provide program and registration documentation. FCIB and NACM 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.

Sponsor	Event Name	Speaker Name	Date	Hours

**F. NACM and FCIB Surveys (.1 hour per survey instance; 3 hours 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.

Date	Survey Title/Topic	Hours

**G. 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:

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## H. 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.

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

## I. 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
_____	_____	_____
_____	_____	_____

## J. 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.

_____
_____
_____

## K. Career and Professional Accomplishments

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.

_____
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## L. CCE Exam Questions, ICRM Online Course Review or FCIB Country Guides

Please provide questions with answers suitable for a CCE examination. Questions may be in the format of 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 describe 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.

**Total Continuing Education Hours** \_\_\_\_\_  
**Total Participation Hours** \_\_\_\_\_  
**Total Hours** \_\_\_\_\_

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

education\_info@nacm.org  
 Phone: 410-740-5560