

**PROFESSIONAL CREDIT CERTIFICATION
CERTIFICATION APPLICATION FORM**
Credit Professionals International

Send the completed form and payment for the level of certification for which you are applying. If your data indicates the need for additional documentation in order to be certified, you will be contacted. If the documentation submitted indicates you are qualified for a higher level than for which you applied, you will be contacted to find out if you wish to be certified at a higher level.

Name _____ Date _____

Address _____

Phone (day) _____ Fax: _____

Email: _____

Membership status: *Please check appropriate category*

Individual/Local Association Direct Member At-Large Member


Name of Local Association _____

Certification level applied for: *(Please check appropriate box)*

<input type="checkbox"/> Professional Credit Associate	(300 points)	\$25.00
<input type="checkbox"/> Professional Credit Specialist	(500 points)	\$35.00
<input type="checkbox"/> Professional Credit Executive	(750 points)	\$45.00
<input type="checkbox"/> Master Professional Credit Executive	(1200 points)	\$55.00

Payment Information: Name on Card: (please print) _____

_____ My check for \$_____ is enclosed.

 Please check the appropriate box below:

Initial Certification Upgrade Recertification (After 5 years)

 Send form, documentation and payment to:

Credit Professionals International
10726 Manchester Road, Suite 210
St. Louis MO 63122

Any questions? Call 314-821-9393

**PROFESSIONAL CREDIT CERTIFICATION
PERSONAL DATA FORM**

There are seven (7) categories in which you may earn points toward certification.

- ◆ You do not have to have points in each category
- ◆ Your level of recognition is based on your total number of points

Items 1 through 3 – maximum units are listed for the certification period.
FOR UPGRADES AND RECERTIFICATIONS: ◆ If the maximum number of points were used in the initial certification, *no* additional points can be counted. ◆ If you have earned points since your initial certification and are still within the maximum, you may count those.

1 Work Experience: 15 units for each full year of employment in credit industry. Maximum 25 years. List employer(s) and job titles for number of year pertinent to this application

Employer	Job Title	Dates Employed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Use a separate sheet of paper if needed.

2 Undergraduate Degrees/Course Work

Associate Degree	150*	Send transcript or copy of diploma
Bachelor's Degree	400*	Send transcript or copy of diploma
Non-degree undergraduate classes	200*	Send transcript

*MAXIMUM NUMBER OF POINTS PER CERTIFICATION PERIOD. NON-DEGREE CLASSES ARE 5 POINTS PER SEMESTER HOUR.

Name of School	Hours of Credit	Degree Earned	Dates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3 Graduate Degree/Course Work
 If you have a master's degree or doctorate, you receive only the points for those units, not for your undergraduate work except for non-degree classes

Masters Degree	600*	Send transcript or copy of diploma
Doctorate Degree	800*	Send transcript or copy of diploma
Non-degree undergraduate classes	200*	Send transcript

*Maximum number of points per certification period. Non-degree classes are 5 points per semester hour.

Name of School	Hours of Credit	Degree Earned	Dates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Items 4 through 7 – maxim units listed are per year

♦ Points must have been earned in the immediate past five years. ♦ Points earned for the initial certification cannot be counted again for upgrades or recertifications.

4 **Education courses pertinent to credit and/or business:** *Attach a photocopy of the program brochure (or agenda) or a copy of your certificate of completion for each item submitted. Maximum allowable points per year are below.*

- A.** Sponsored by professional or trade associations, business organizations, government agencies, voluntary non-profit agencies
 - 6 hour day (10 units each) Max=40
 - 3 hour day (5 units each) Max=15
- B.** Sponsored by non-degree granting institutions, independent seminar, in-house training by employer
 - 6 hour day (10 units each) Max=40
 - 3 hour day (5 units each) Max=15

5 **Education programs and courses related to credit and conducted by a credit association:**

Attach program brochure or synopsis of each item submitted. Identify level (A, B, C, D) for each item submitted. Maximum allowable points per year are below.

- A.** Local Workshops/Seminars (10 units each) Max=20
- B.** State Workshops/Seminars/Conferences (25 units each) Max=50
- C.** District Workshops/Seminars/Conferences (25 units each) Max=50
- D.** International Workshops/Seminars/Conferences (25 units each) Mac=50

6 **Participation in CPI and other credit associations:** List titles and organizations. Also indicate level: Local/State/District/International) *Units are earned for only one position per level per year.*

- A.** Local/State: elected officer, committee chairman. *10 units per position, maximum of 20 points per year.*
- B.** District/International: elected officer, director, committee chairman. *20 units per positions, maximum of 60 points per level per year.*

List: *Use additional pages as needed*

Office(s) Held	Year	Points
_____	_____	_____
_____	_____	_____
_____	_____	_____

7 **Instructor/speaker/author on credit related topics:**

- A.** Speaker for school, community groups, in-house education or visiting lecturer at a college or university. Units are only for hours of teaching/speaking, not for preparation time. Attach program brochure or synopsis for each item submitted. *Two points for each hour of instruction. Annual maximum = 40.*
- B.** Publication of a credit-related article in a local, regional, national or international publication. Attach a copy of the article. *Five points for local/regional publication; ten points for national/international publication. Annual maximum = 40.*