

**PROFESSIONAL CREDIT CERTIFICATION  
PERSONAL DATA 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: _____ (Please Print)	Work Phone: _____
Address: _____ _____	Home Phone: _____
(City) (State) (Zip)	Fax: _____
	Email: _____

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

	<u>Member</u>	<u>Non-Member**</u>
<input type="checkbox"/> Professional Credit Associate (300 points)	\$25.00	\$50.00
<input type="checkbox"/> Professional Credit Specialist (500 points)	\$35.00	\$75.00
<input type="checkbox"/> Professional Credit Executive (750 points)	\$45.00	\$100.00
<input type="checkbox"/> Master Professional Credit Executive (1200 points)	\$55.00	\$125.00
<input type="checkbox"/> Lifetime Certification <i>(members must qualify for one above levels, application required)</i>	\$100.00*	
<input type="checkbox"/> Honorary Certification <i>(members' only, using experience-no limit -.application required***)</i>	\$50.00***	

\* **Note:** *Lifetime certification is for Members Only.* \*\***Note:** *\$25.00 of the Non-Member rate is a non-refundable processing fee.*

**Membership status:** *Please check appropriate category*

- Individual/Local Association (Name of Local Association: \_\_\_\_\_)
- Direct Member     At-Large Member

**Certification Type:**

- Initial Certification     Upgrade     Recertification (After 5 years\*\*\*)

**Non-Member referred by CPI Member:** *(If applicable)*

Member Name: \_\_\_\_\_ Local Association: \_\_\_\_\_

**Payment Information:** My check for \$ \_\_\_\_\_ is enclosed.

Send this application form, attached documentation, and check to:

**Credit Professionals International**  
PO Box 220714, St Louis, Mo 63122  
**Any questions, call: 314-821-9393**

*Please be sure to read, sign and date page four of this application*

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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 (unless applying for Honorary Certification then 15 points per year in credit). List employer(s) and job titles for number of year pertinent to this application

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

**2** *on a separate sheet of paper if needed.*

**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.*

In making this application, I fully understand that it is a voluntary request to Credit Professionals International to review my background and experience for possible certification in accordance with requirements and criteria established by Credit Professionals International.

I authorize Credit Professionals International to make inquiries regarding my character and professional qualifications by contacting the references named in this application.

Further, I understand that any false statement or misrepresentation in this application may result in the denial or revocation of certification.

In consideration of Credit Professionals International's acceptance and processing of this application, I agree to waive any and all claims of liability or responsibility against Credit Professionals International and to indemnify and hold harmless Credit Professionals International, its directors, officers, committee members, employees, agents and representatives against any and all such injury, damages, or claims made by or on behalf of any persons, partnership, association, or corporation.

I further acknowledge that Credit Professionals International, its directors, officers, committee members, employees agents and representatives are not liable to me, or to any other person, partnership, association or corporation, in any way for any injury, damages or claims alleged to be based upon or arising out of the approval or disapproval or the issuance, withdrawal or termination of any certification issued by Credit Professionals International.

Payment on the amount as specified by the current fee schedule is enclosed.

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*(Signature of applicant)*

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*(Date)*