



Accreditation Program

The field of business credit is an ever-changing industry—requiring those working in the profession to stay vigilant. The recent changes in legislation that are affecting commercial credit is just one example, and shows the importance of staying “plugged in” to your NACM.

NACM Business Credit Services has always stressed the importance of continuing education and never before has it been more needed than it is today. Whether you are just starting out in the industry or have been involved for years—continuing education is crucial! Because of this, your Association offers many fine services at your disposal.

Our CAP (Credit Administration Program) courses, offered each year at Edmonds and Tacoma Community Colleges, are held one evening a week for 3 hours. Each course (four of them) run for eleven weeks. If you are unable to attend CAP, the National office has many fine self-study and online courses that you can take advantage of.

CFDD is another important addition to your NACM membership. Two chapters are available (Seattle and Tacoma). These groups meet once a month over dinner and have an informative speaker presenting timely topics. The networking benefits and the support of other credit professionals are invaluable. If you haven't joined CFDD—please request information and try a couple meetings to find out for yourself.

The local Accreditation Program (information attached) is a six-level award program based on education and participation in NACM activities. It encourages educational growth and runs hand in hand with the National Certification program.

Starting the program is as simple as completing and returning the attached worksheet. The program is grand fathered so past fulfillment of requirements will apply. When we receive your worksheet, we will “chart” your progress and let you know where you stand and what you need to attain the next level. There is no cost for participating in the program and each April, at our Annual Membership Meeting, we will recognize your accomplishments by presenting you with an attractive plaque. A file will also be set up in your name and we will assist you in keeping track of any seminars, classes, conferences, etc., that you attend.

We want you to succeed! If you have any questions about the program or any other educational services, please contact Ricole Isbey at (206) 728-6327 or (800) 423-5710.



Thank you

Levels of Accreditation

The following is the six-level award system for accreditation, based on education, years of experience and participation in the NACM. Framed certificates will be awarded for all levels each year at the Annual Membership Meeting (April). Past fulfillment of requirements will be considered.

LEVEL 1 - CREDIT APPRENTICE

- A total of four (4) credit-related seminar hours
 - Successfully complete the NACM "Business Credit Principles" course through our local CAP program, or an NACM National self-study, online, or Certificate Session
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LEVEL 2 – CREDIT STEWARD

- A total of ten (10) credit-related seminar hours
 - Successfully complete both NACM "Credit Law", and "Basic Financial Accounting" courses through our local CAP program, or an NACM National self-study, online, or Certificate Session
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LEVEL 3 – CREDIT SPECIALIST

- A total of twenty (20) credit-related seminar hours
 - A total of seven (7) participation points (see following pages)
 - Successfully complete the NACM "Financial Statement Analysis I" course through our local CAP program, or an NACM National self-study, online, or Certificate Session
 - Attain National's Credit Business Associate (CBA) certification
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LEVEL 4 – CREDIT ADMINISTRATOR

- A total of thirty (30) credit-related seminar hours
- A total of thirteen (13) participation points (see following pages)
- Attain National's Credit Business Fellow (CBF) certification

LEVEL 5 – CREDIT PROFESSIONAL

- A total of forty (40) credit-related seminar hours
 - A total of twenty-one (21) participation points (see following pages)
 - Attain National's Certified Credit Executive (CCE) certification
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LEVEL 6 – CREDIT EXECUTIVE

- A total of sixty (60) credit-related seminar hours
 - A total of thirty-one (31) participation points (see following pages)
 - Have twelve (12) years of experience in the credit profession
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PARTICIPATION POINTS

(Unless otherwise noted, points are awarded on a one-time only basis.)

Point Requirements:

Level 1	0 Points
Level 2	0 Points
Level 3	7 Points
Level 4	13 Points
Level 5	21 Points
Level 6	31 Points

CFDD LOCAL AFFILIATE CHAPTER

Be a member	2
Be a committee chairman	1
Be a committee member	1
Be a board member.....	1
Be an officer	1

NACM AFFILIATE

Be a committee member	1
Be a board member.....	2
Be an officer	2

NATIONAL NACM

Be a national committee member	2
Be a national board member of NACM or NACM, CFDD	2
Be a national officer of NACM or NACM, CFDD.....	2

INDUSTRY CREDIT GROUPS

Be a member.....	1
Be an industry credit group chairman	2
Be a national industry credit group chairman.....	2

(ACAP) COURSES

Business Law	2
Financial Statement Analysis II.....	2

SPEAKERS - INSTRUCTORS - ARTICLES

Be a study group organizer, facilitator or speaker	2
Be a speaker at an NACM, CFDD educational meeting.....	2
Be a speaker at NACM affiliated courses, seminars or outside educational programs.....	2
Be an instructor for NACM's credit management courses (5 per course, maximum 15 points).....	5
Annual Award Recipient (local affiliate or national winner, awarded one-time only)	2
Publish a credit-related article in any trade magazine	2
(2 points per article with a maximum 6 points.)	
Be an NACM Mentor (must be listed on NACM web site and/or validated by Mentee)	2

PARTICIPATION POINTS - CONTINUED

PACIFIC NORTHWEST CFDD CONFERENCE

Attend (2 point per conference with maximum 6 points.).....	2
Be a conference general chairman	2
Be a conference chairman	1

MISCELLANEOUS FUNCTIONS

Attend NACM Washington State Legislative Conference..... (2 point per conference with a maximum 6 points.)	2
Attend NACM Western Region Credit Conference..... (2 point per conference with a maximum 6 points.)	2
Attend NACM Credit Congress	2
(2 points per conference with a maximum 6 points.)	
Attend NACM National Legislative Conference	2
(2 points per conference with a maximum 6 points.)	
Attend Mid-Career Workshop.....	5
Attend Leadership Institute at Baylor	5
Attend Advanced Credit Executive Studies (ACES)	5

OTHER..... To be determined

Accomplishment Worksheet

Name: _____ SS Number: _____

Firm: _____ Date: _____

WORK Mailing Address: _____
City/State/Zip: _____

HOME address (required): _____
City/State/Zip: _____

My Immediate Supervisor: _____

PERMISSION TO:
Notify supervisor of accomplishment: Yes No Publish on our web site: Yes No

Years of experience in the credit profession: _____ Previous Level: _____

Check the appropriate item and note the dates you attended the activity or held the position.

CREDIT MANAGEMENT COURSES:

_____ Attended NACM "**Business Credit Principles**" course (or equivalent)
Date: _____

_____ Attended NACM "**Credit Law**" course (or equivalent)
Date: _____

_____ Attended NACM "**Basic Financial Accounting**" course
(or equivalent) Date: _____

_____ Attended NACM "**Financial Statement Analysis I**" course (or equivalent)
Date: _____

CERTIFICATIONS:

_____ Received Credit Business Associate (**CBA**) designation – Date: _____

_____ Received Credit Business Fellow (**CBF**) designation – Date: _____

_____ Received Certified Credit Executive (**CCE**) designation – Date: _____

DEGREES:

_____ Received four-year college degree in credit management

College: _____

Dates: _____

Participation Points

Points are awarded one time only unless otherwise noted.
If this is your updated worksheet, list new items only.

_____ **Sponsor an NACM member** 1

CFDD LOCAL AFFILIATE CHAPTER

_____ Member Date: _____ 2
_____ Committee Chairman Date: _____ 1
_____ Committee Member Date: _____ 1
_____ Board Member Date: _____ 1
_____ Officer Date: _____ 1

NACM AFFILIATE (Seattle or another affiliate office)

_____ Committee Member Date: _____ 1
_____ Board Member Date: _____ 2
_____ Officer Date: _____ 2

NATIONAL

_____ Committee Member Date: _____ 2
_____ Board Member NACM or NACM, CFDD Date: _____ 2
_____ Officer NACM or NACM, CFDD Date: _____ 2

INDUSTRY CREDIT GROUPS

_____ Member Date: _____ 1
_____ Chairman Date: _____ 2
_____ National Chairman Date: _____ 2

ADVANCED CREDIT MANAGEMENT COURSES (ACAP)

_____ Business Law Date: _____ 2
_____ Financial Statement Analysis II Date: _____ 2

SPEAKERS - INSTRUCTORS - ARTICLES

_____ Study group organizer/facilitator/speaker Date: _____ 2
_____ Speaker at NACM, CFDD educational meeting Date: _____ 2
_____ Speaker at NACM affiliated courses, seminars or outside educational
programs Date: _____ 2
_____ Instructor at NACM credit management courses Date: _____ 5
_____ Annual Award Recipient (2 points awarded one-time only) Date: _____ 2
_____ Publish credit-related article in any trade magazine Date: _____ 2
(2 points per article with a maximum of 6 points)
_____ Be an NACM Mentor – (circle or provide name) . Mentee/Web Listing: _____ 2
(must be listed on NACM web site and/or validated by Mentee)

Name: _____

PACIFIC NORTHWEST CREDIT (CFDD) CONFERENCE

- _____ Attended..... Date: _____ 2
(2 points per conference with a maximum of 6 points)
- _____ Have been a conference general chairman Date: _____ 2
- _____ Have been a conference chairman Date: _____ 1

MISCELLANEOUS CONFERENCES

- _____ Attended Washington State Legislative Conference..... Date: _____ 2
(2 points per conference with a maximum of 6 points)
- _____ Attended Western Region Credit Conference..... Date: _____ 2
(2 points per conference with a maximum of 6 points)
- _____ Attended NACM Credit Congress Date: _____ 2
(2 points per conference with a maximum 6 points)
- _____ Attended NACM National Legislative Conference Date: _____ 2
(2 points per conference with a maximum 6 points)
- _____ Attended Mid-Career School..... Date: _____ 5
- _____ Attended Leadership Institute at Baylor Date: _____ 5
- _____ Attended Advanced Credit Executive Studies (ACES)..... Date: _____ 5

OTHER - List on a separate page any other accomplishments, not listed above, that you would like to have considered.

I have attended the following credit-related seminars:

Note: Length of seminars should be total instruction time only (please deduct breaks and lunch).

	<u>Sponsored by:</u>	<u>Subject:</u>	<u>Date:</u>	<u>Length:</u>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Please attach additional if applicable.

Name: _____