



7 Steps to Complete Your Certified Receivables Compliance Professional (CRCP) Designation

1. Read the [Governance Document](#), paying particular attention to:
 - Section 5.6 Individual Certification Standards (page 9)
 - Article VI (Educational Requirements for Individual Certification) – pages 10-12.
2. Review **Educational Requirements Manual (Appendix C)** - pages 59-65.
 - Review subject matter eligible for continuing education credit (pages 61-62).
3. Complete **24 credits** of continuing education from [RMA](#) or an [Authorized Education Provider](#).
 - **Required courses:**
 - Introductory Survey Course on Debt Buying (4 hours/4 credits)
 - Ethics (2 hours/2 credits)
 - A **maximum of sixteen (16) credits** every two (2) years can be taken from online classes.
 - A **minimum of eight (8) credits** must be obtained from a live/in person format
 - Authorized Education Providers, in addition to RMA, include:
 - [ACA International \(www.acainternational.org\)](http://www.acainternational.org)
 - [Commercial Law League of America \(CLLA\) \(www.claa.org\)](http://www.claa.org)
 - [Credit Builders Alliance \(www.creditbuildersalliance.org\)](http://www.creditbuildersalliance.org)
 - [Delta Outsource Group, Inc. \(www. deltaoutsourcegroup.com\)](http://www.deltaoutsourcegroup.com)
 - [FDCPA Certifications, LLC \(www.fdcpcertification.com\)](http://www.fdcpcertification.com)
 - [insideARM \(www.insidearm.com\)](http://www.insidearm.com)
 - [Maurice & Wutscher, LLP \(www.mauricewutscher.com\)](http://www.mauricewutscher.com)
 - [The National Alliance of Buy Here Pay Here Dealers \(NABD\) \(www.bhphinfo.com\)](http://www.bhphinfo.com)
 - [National Association of Retail Collection Attorneys \(NARCA\) \(www.narca.org\)](http://www.narca.org)
 - [National Tax Lien Association \(NTLA\) \(www.ntla.org\)](http://www.ntla.org)
 - [Resource Management Services \(www.resourcemanagement.com\)](http://www.resourcemanagement.com)
4. Complete the **current version** of the CRCP application.
 - [CRCP Application \(version 5.1\)](#)
5. Provide copies of all **Certificates of Completion** or [Education Credit Forms](#) with supporting documentation for courses taken from Non-Authorized Education Providers or courses from Authorized Providers who did not provide a certificate of completion.
6. E-mail or mail your application and education documentation, with payment, to RMA.
 - Email: cert@rmassociation.org
 - Mail: RMA 1050 Fulton Avenue, Suite 120 Sacramento, CA 95825
7. Maintain/renew your CRCP by obtaining 24 continuing education credits **every two years**.
 - **Required courses for renewal:**
 - RMA Current Issues in Debt Buying (4 hours/4 credits)
 - Ethics (2 hours/2 credits)

For more information on RMA's Certification Program contact Michelle Wren at (916) 482-2462 or mwren@rmassociation.org or visit <https://www.rmassociation.org/certification>.