



7 Steps to Become a Certified Receivables Compliance Professional (CRCP)

1. Read the **Governance Document** in its entirety (including appendices):
<https://rmassociation.org/certification>
 - **Section 5.6:** Individual Certification Standards (page 9)
 - **Article VI:** Educational Requirements for Individual Certification (pages 10-12)
2. Review **Educational Requirements Manual -Appendix D** (pages 85-91).
 - Review subject matter eligible for continuing education credit (pages 87-88).
3. Complete **24 credits** of continuing education from RMA or an **Authorized Education Provider**: <https://rmassociation.org/certification/individual-certification-crmp/certification-education/>
 - **Required courses:**
 - RMA's Introductory Survey Course on Debt Buying (4 hours/4 credits)
 - Industry 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 include:
 - Receivables Management Association International (www.rmassociation.org/education)
 - ACA International (ACA) (www.acainternational.org)
 - California Association of Collectors (CAC) (www.calcollectors.net)
 - Commercial Law League of America (CLLA) (www.clla.org)
 - Credit Builders Alliance (CBA) (www.creditbuildersalliance.org)
 - Delta Outsource Group, Inc. (www.deltaoutsourcegroup.com)
 - FDCPA Certifications, LLC (www.fdcpcertifications.com)
 - insideARM (www.insidearm.com)
 - Maurice Wutscher LLP (www.mauricewutscher.com)
 - National Creditors Bar Association (NCBA) (www.creditorsbar.org)
 - National Tax Lien Association (NTLA) (www.ntla.org)
 - Resource Management Services (www.resourcemanagement.com)
 - The National Alliance of Buy Here Pay Here Dealers (NABD) (www.bhphinfo.com)
4. Complete the **current version** of the CRCP application: https://rmassociation.org/wp-content/uploads/2018/03/CertificationApplication_CRCP-v6.0-RMA_20180301_Fillable.pdf
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.
 - **Education Credit Form:** https://rmassociation.org/wp-content/uploads/2017/05/Certification_EdCredits-RMA.pdf
6. E-mail or mail your application and education documentation, with payment, to RMA.
 - **Email:** cert@rmassociation.org; **Mail:** 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 <http://www.rmassociation.org/certification/>