

# An Introduction to the NACM Professional Designation Program

**NACM Connect Education**

3005 Tollview Drive

Rolling Meadows, IL 60008



# A RECOGNIZED PATH TO SUCCESS

## WHY NACM?

NACM was established in 1896. Twenty-two years later in 1918, the National Institute of Credit (NIC) was created which provides education in credit. It is widely respected among credit management professionals. The NACM Connect Institute of Credit offers academic requirements on zoom.

Earning a designation is a mark of distinction, but it also hosts a wide range of benefits, which include:

- **Expanded Knowledge**
- **Career Opportunities**
- **Heightened Professional Recognition**
- **A Community with Honest Information**

# Our Members Prove It!

An independent study by *Cascade Employers Group* of our members indicated:

- Certification Holders average **6% Higher Salaries** than those without certification
- CCE Holders average **9% Higher Salaries** than those without certification.

# THE DESIGNATIONS

NACM is the only body which offers these nationally-recognized, professional designations.



**CBA<sup>SM</sup> – Credit Business Associate<sup>SM</sup>**



**CCRA<sup>SM</sup> – Certified Credit and Risk Analyst<sup>SM</sup>**



**CBF<sup>SM</sup> – Credit Business Fellow<sup>SM</sup>**



**CCE<sup>®</sup> – Certified Credit Executive<sup>®</sup>**

# How Do I Start?

- Step 1** – Register with the NACM-National Education Department
- Step 2** – Successfully complete the required courses and submit the required documents
- Step 3** – Submit the exam application then pass the designation exam!

# STEP 1: REGISTER WITH NACM'S EDUCATION DEPARTMENT

- An official registration form with a one-time fee
  - 2023 Registration Fee:
    - **\$175 NACM Members, \$350 Non-members**
- Your resume or a summary of your professional experience.
- Certificates, continuing education units (CEU) records, end of course records, or evidence of attending any educational seminars.
- Official college transcripts submitted directly from the college or university.
- **Establishes your lifetime personal file.**



# STEP 2: COMPLETE THE COURSEWORK

- CBA has 3 required courses
  - CCRA has 3 required courses
  - CBF has 2 required courses
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- All courses are available on zoom through NACM Connect.



# STEP 3: COMPLETE THE DESIGNATION APPLICATION

- Each designation has its own application form.
- Submit with the appropriate fee, which covers
  - A formal evaluation of your file
  - Exam costs
  - A certificate of your achievement, upon successful completion of the designation exam.



# STEP 4: COMPLETE THE NACM CAREER ROADMAP

- A career roadmap must be submitted with the *CBF or CCE* designation applications.
- Points awarded for (Over 500 points available):
  - Continuing and formal education
  - Work experience
  - Participation in NACM activities at the local, regional or national level
  - Civic participation: volunteering
- You should save a copy of each Career Roadmap you submit.
  - Samples are available on the [nacm.org](https://nacm.org).

# CBA<sup>SM</sup> – CREDIT BUSINESS ASSOCIATE<sup>SM</sup>



## Course Requirements

- **Business Credit Principles**
- **Basic Financial Accounting**
- **Financial Statement Analysis 1**

## Roadmap Requirements

- **None**

# CBA (CON'T)



Completion of the 3 required courses (with a C average or better for each course) in any of the following ways:

## **Business Credit Principles (BCP)**

Live classes through Zoom from NACM Connect

Online through the NACM Credit Learning Center - 24/7

At NACM National's Headquarters in Columbia, Maryland (1-week, classroom environment)

## **Accounting**

Live classes through Zoom from NACM Connect.

College

Online self-study course offered by NACM-National, more reading-based

## **Financial Statement Analysis 1 (FSA1)**

Live classes through Zoom from NACM Connect

Online through the NACM Credit Learning Center - 24/7

At NACM National's Headquarters in Columbia, Maryland

# CBA (CON'T)



All that's left is to apply:

- **Complete the CBA designation application**
  - **Schedule your exam date**
    - **Four dates each year – pay attention to the paperwork deadlines.**
- **Prepare by studying and taking the free practice exam on the NACM website and/or purchasing the “CBA Exam Review” on the Credit Learning Center and/or taking the NACM Connect Exam Review class.**
- **Pass the exam!**

# CCRA<sup>SM</sup> – Certified Credit Risk Analyst<sup>SM</sup>



## Course Requirements

- **Basic Financial Accounting**
- **Financial Statement Analysis 1**
- **Financial Statement Analysis 2**

## Roadmap Requirements

- **None**

# CBF<sup>SM</sup> – CREDIT BUSINESS FELLOW<sup>SM</sup>



## Course Requirements

- Business Law
- Credit Law

## Roadmap Requirements

- 75 Points

Must hold the CBA Designation

# CBF (CON'T) Where to take the courses?

Complete the two required courses (with a C average or better for each course) by a combination of these three methods:

- 1. Live classes through Zoom from NACM Connect**
- 2. College or university offerings** Recommended course information be sent to the NACM Education Department for course equivalency evaluation prior to enrollment.  
If you have already completed this course work, you must submit details about the course's curriculum; please send either a course outline or description to ensure that course equivalency can be evaluated.
- 3. Credit Learning Center**

# THE CBA and CBF EXAMS

- Questions drawn from material covered in the required courses.
- Approximately **100 - 125** *multiple choice and true/false questions.*
- Candidates have up to **3 hours** in which to complete the exam. The average test taker uses about 1.5 hours to complete exam.
- Free online practice exams are available on NACM's website [www.nacm.org](http://www.nacm.org), provides a sampling of the Exam's format (get use to navigating through the online exam)
- Exam Review classes offered through NACM Connect on Zoom.
- There is also CBA and CBF Exam Review available on NACM's Credit Learning Center
  - <http://www.nacm.org/credit-learning-center.html>



# CCE® – CERTIFIED CREDIT EXECUTIVE®



NACM's highest designation, the CCE, endorses its achievers as capable of managing the credit function at an **executive level**.

The exam is rigorous. Testing in the areas of: accounting, finance, domestic and international credit concepts, management and law.

Must recertify every 3 years

Lifetime CCE Certification awarded once you reach age 60 (or age 55 and have officially retired from credit/finance field)

# CCE REQUIREMENTS

## Plan A

- Must hold the *CBA* and *CBF* designations.
- **125** Career Roadmap points.

## Plan B

- A four-year college degree from an accredited institution.
- **10** years experience in credit and financial management
- **125** Career Roadmap points.

## Plan C

- Age **57** years or older.
- **15** years experience in credit and financial management.
- **125** Career Roadmap points.

OR

- Completion of NACM's *Graduate School of Credit and Financial Management*<sup>®</sup> program (GCSFM)

# Graduate School of Credit & Financial Management



**Advanced Negotiations**

**Advanced Financial Statement Analysis**

**Leadership**

**Legal Environment of Credit**

Geared towards the **mid-to-senior level credit executive**  
For credit professionals who aspire to have greater responsibility  
within their company

Professionals who are committed to creating lasting business  
relationships. Great for networking!

# THE CCE EXAM

- Questions drawn from a variety of sources covering disciplines including,
  - *accounting, financial statement analysis, credit analysis, policy and procedures, legal issues, management, and domestic and international credit concepts.*
- ***Two-Part Exam:*** Short answer essays and an intensive case study.
- Candidates have up to ***4 hours*** in which to complete the exam.
- NACM Connect offers an exam review class on Zoom.
- A ***CCE Exam Review Session*** is available on the ***Credit Learning Center***.

# CCE RECERTIFICATION

- Required every 3 years, \$175 for members, \$300 for non-members
- Must earn 3 education points (30-hours of continuing education) and 3 participation points
- ***Education Points*** – examples:
  - attend advanced-level education program at Conferences or Seminars (attend Credit Congress)
  - complete self-study courses (*How to Manage Conflict in the Organization, Leadership Skills for Managers, Planning and Leading Productive Meetings*)
  - participate in Credit Manager's Index Survey (CMI)
  - serve as a speaker, presenter, or panelist at local, regional, or national educational events on business credit.
  - Participating in the NACM Thought Leadership Discussions

# CCE RECERTIFICATION continued

- ***Participation Points*** – examples:
  - If your company holds a membership through a NACM Affiliate, you earn .5 points per year within your recert period (1.5 points total)
  - participation in NACM-Sponsored educational meetings, Conferences, Seminars, Workshops, or Roundtables (local level, regional level, national level)
  - serving on board of directors or committee member of a local NACM Affiliate
  - contributing to a NACM's Business Credit Magazine article
  - if your company contributes its Account Receivable Data to an NACM Affiliate credit reporting database

# Exam Procedures

- **Proctored - Online Test, a monitored test: can take at your office as long as proctored, or Credit Congress**
- There are 4 National test dates: March, Credit Congress, July, November
- All paperwork must be received by the day of the deadline (6-8 weeks before test date). Allow time for processing.
- Exam results released in writing (email) as pass or fail only. Numeric grades are not released.
- A score of **70%** or higher must be achieved to pass.
- Refer to current study outlines at [www.nacm.org](http://www.nacm.org) to prepare for the exam as tests are updated periodically. Recommended materials to prepare for exam.



# National Exam Dates 2024

Application Deadline	Nationwide Test Date
Friday, January 12, 2024	Monday, March 4, 2024
Friday, April 19, 2024	Sunday, June 9, 2024 (Credit Congress, Las Vegas, NV)
Friday, May 31, 2024	Monday, July 22, 2024
Friday, September 13, 2024	Monday, November 4, 2024



# International Designations (FCIB, Finance, Credit & International Business Association)

- Certified International Credit Professional<sup>SM</sup> (CICP)
- International Certified Credit Executive<sup>SM</sup> (ICCE)





# Certified International Credit Professional

- The designation sets a **global credit professional** apart from his or her colleagues.
- Awarded upon successful completion of FCIB's **13-Week, Online Course (below) lifetime certification, no recertification necessary**
  - ***International Credit & Risk Management*** course (ICRM).
    - This is the course required to earn CICP, instructor-led
    - Available starting in January, May, and September
    - **10 modules:** includes lessons, end-of-module quiz, discussion posts, end-of-course certification exam.





# International Certified Credit Executive

This designation represents a global credit professional who is committed to mastering the skills and knowledge of global credit and risk analysis. ICCE international = CCE domestic

- To qualify you **must have** earned your **CICP** designation
- ICCE Designation Holders must recertify every **2 years**.

**20 Points Required (10 Education and 10 Participation)**

You must apply for ICCE Designation by going to the FCIB website ([fcibglobal.com](http://fcibglobal.com)) and filling out the ICCE application. The required points are based on the categories provided on the application.





Don't forget to subscribe to NACM's podcast, Extra Credit. Look for new episodes every Friday.

