RMAi
RECEIVABLES MGMT. ASSOC. INTL.
SETTING THE GLOBAL STANDARD

Type of Certification: Business
Intended for vendors (companies that provide products and services to the debt-buying industry) and brokers

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Benefits of Certification

Decreased litigation

Potential for lower insurance premiums

Increased business opportunities

Demonstrated commitment to compliance standards

Ongoing educational opportunities

Improved visibility with RMAI Certified members

Enhanced organizational credibility

Aligning your audits with your client's audit criteria

Fees and Costs

3-Year Certification Application/ Renewal Fee	Vendors $900 member $1,300 non-member Brokers & Process Servers $1,800 member $2,200 non-member
First-time Applicant Administrative Fee	$100

Sample Audit Cost

Vendors: Approx. $4,000
Brokers & Process Servers: Approx. $5,000
Pre-Certification Audit: Approx. $3,000

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7 Steps to Earn the Certified Receivables Vendor (CRV) Designation

1. **Read the Governance Document in its entirety** (including appendices): https://rmaintl.org/GovernanceDocument
   - Please refer to Appendix B for Certified Vendors (pages 56 - 64).

2. **Complete a Pre-Certification Audit by an RMAI Authorized Audit Provider:** https://rmaintl.org/authorized-audit-providers
   - The Pre-Certification Audit is **not conducted on-site** and is separate from the Full Compliance Audit conducted at the midway point of the three-year CRV certification cycle. The pre-certification is a snapshot of the day the audit is conducted to show that you are in compliance with the standards prior to submitting the application.

3. **Complete the Self Audit Checklist on the CRV application** to ensure your business is compliant with all applicable standards: https://rmaintl.org/CRV-Application
   - All Vendors (Standards 100 – 107)
   - Brokers (Standards 100 – 107 & 200 – 206)
   - Process Servers (Standards 100 – 107 & 301 – 306)

4. **Assure your company's Chief Compliance Officer (CCO) is certified** (Standard 101).
   - CCO must have completed their individual CRCP certification prior to submitting CRV application (see 7 Steps to Earn the Certified Receivables Compliance Professional (CRCP) Designation).

5. **Request proof of E&O and Cyber insurance to submit with completed CRV application** (Standard 104 and Appendix B)

6. **Complete Website and Publication requirements** (Standard 106) prior to submitting application.
   - Maintain a publicly accessible website found by a web search using your corporate name.
   - Prepare template for publishing on home page of website **OR** on a single page directly accessible from the home page:
     » Certified company name, certification number, and contact information
     » Contact information for the CCO **and** a place for clients to submit a complaint

7. **E-mail or mail your completed CRV application with payment and proof of insurance to RMAI.**
   - Pre-certification audit to be submitted by Auditor
   - CRV Application: https://rmaintl.org/CRV-Application
     » *Email*: cert@rmaintl.org
     » *Mail*: 1050 Fulton Avenue, Suite 120, Sacramento, CA 95825
     » *Submit Payment*: https://rmai.rmaintl.org/store/crv or mail a check

What Happens After My Business Gets Certified?
- Prepare for and complete your Full Compliance Audit during the 16th to 20th month of your certification. *RMAI Authorized Audit Providers*: https://rmaintl.org/authorized-audit-providers
- Renew CCO CRCP designation every two years; contact RMAI if your CCO changes.

For more information on RMAI's Certification Program, contact Shannon Parod at (916) 482-2720 or sparod@rmaintl.org or visit https://www.rmaintl.org/certification