



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

1. Read the **Governance Document** in its entirety (including appendices):  
<https://rmaintl.org/wp-content/uploads/2020/04/Certification-Policy-version-8.0-FINAL-with-Hyperlink.pdf>
  - **Section 5.6:** Individual Certification Standards
  - **Article VI:** Educational Requirements for Individual Certification
2. Review **Educational Requirements Manual -Appendix C**.
  - Review subject matter eligible for continuing education credit.
3. Complete **24 credits** of continuing education from RMAI or an **Authorized Education Provider**: <https://rmaintl.org/certification/individual-certification-crmp/certification-education/>
  - **Required courses:**
    - RMAI'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.rmaintl.org](http://www.rmaintl.org))
      - ACA International (ACA) ([www.acainternational.org](http://www.acainternational.org))
      - California Association of Collectors (CAC) ([www.calcollectors.net](http://www.calcollectors.net))
      - Commercial Law League of America (CLLA) ([www.clla.org](http://www.clla.org))
      - Credit Builders Alliance (CBA) ([www.creditbuildersalliance.org](http://www.creditbuildersalliance.org))
      - Delta Outsource Group, Inc. ([www.deltaoutsourcegroup.com](http://www.deltaoutsourcegroup.com))
      - FDCPA Certifications, LLC ([www.fdcpacertifications.com](http://www.fdcpacertifications.com))
      - insideARM ([www.insidearm.com](http://www.insidearm.com))
      - Maurice Wutscher LLP ([www.mauricewutscher.com](http://www.mauricewutscher.com))
      - National Creditors Bar Association (NCBA) ([www.creditorsbar.org](http://www.creditorsbar.org))
      - National Tax Lien Association (NTLA) ([www.ntla.org](http://www.ntla.org))
      - Resource Management Services ([www.resourcemanagement.com](http://www.resourcemanagement.com))
      - The National Alliance of Buy Here Pay Here Dealers (NABD) ([www.bhphinfo.com](http://www.bhphinfo.com))
4. Complete the **current version** of the CRCP application: [https://rmaintl.org/wp-content/uploads/2020/03/CertificationApplication\\_CRCP-v-8.0-RMAI\\_030232020-FILLABLE.pdf](https://rmaintl.org/wp-content/uploads/2020/03/CertificationApplication_CRCP-v-8.0-RMAI_030232020-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://rmaintl.org/wp-content/uploads/2017/05/Certification\\_EdCredits-RMA.pdf](https://rmaintl.org/wp-content/uploads/2017/05/Certification_EdCredits-RMA.pdf)
6. E-mail or mail your application and education documentation, with payment, to RMAI.
  - **Email:** [cert@rmaintl.org](mailto:cert@rmaintl.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:**
    - RMAI Current Issues in Receivables Management (4 hours/4 credits)
    - Ethics (2 hours/2 credits)

For more information on RMAI's Certification Program contact  
Caitlyn Vaden at (916) 482-2462 or [cvaden@rmaintl.org](mailto:cvaden@rmaintl.org)  
or visit <http://www.rmaintl.org/certification/>