



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

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

Benefits of Certification

- Reduced consumer complaints
- 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 Fee	\$900 member/ \$1,300 non-member
First-time Applicant Administrative Fee	\$100
3-Year Certification Renewal Fee	\$900 member /\$1,300 nonmember for Vendors \$1,800 member /\$2,600 nonmember for Brokers
Sample insurance cost	Approx. \$4,000 - \$6,000 depending on annual receipts
Sample audit cost	Approx. \$4,000 for Vendors Approx. \$5,000 for Brokers Approx. \$3,000 for Pre-Certification Audit

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 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)

3. **Complete a Pre-Certification Audit by an RMAI Authorized Audit Provider:** <https://rmaintl.org/certification/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.

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 insurance to submit with completed CRV application** (Standard 104)
 - Obtain a \$1,000,000 Errors & Omissions insurance policy.

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, proof of insurance, and payment 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

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/certification/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 Brianna Halsey at (916) 482-2720 or bhalsey@rmaintl.org or visit <https://www.rmaintl.org/certification>