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RMA-CRC Recertification Reporting Form: Continuing Education Credits

First Name:	Phone Number:	Title:
Middle Initial:	Fax Number:	E-mail:
Last Name:		
Preferred Address:		
RMA Customer Number	Institution Name:	
Certification Date:		
Submission Date:		



Total Credits Required for Three Year Cycle:	45
Renewal Extension Grace Period*	90 days

Continuing Education Guidelines

Area	Comment	Credits per Hour/Event	Maximum Credits per 3-year cycle
Active in field.	Employed in a credit and lending job <u>and</u> demonstrates active contributions to risk management process improvements, peer-to-peer exchanges, mentoring, etc.	5 per year	15
Total:			
College/University Courses – per course.	Can be <u>any</u> risk course offered at an accredited university/college undergraduate, graduate or executive education <u>business</u> school in which credit is granted and a passing grade is achieved. Evidence of which must be provided on request.	12 hours for a three – or four credit college course	30
Total:			

Area	Comment	Credits per Hour/Event	Maximum Credits per 3-year cycle
Professional Events: Credit Risk, – per event.	These are generally presentations and facilitated discussions in which the holder registers, attends, listens, and may or may not actively engage in discussions. Must be a credit risk and lending subject matter oriented event whose content relates to improving individual performance; the event may use internal resources and or external resources in order to accomplish the objectives. The event must be at least 50 minutes long and evidence of the holder's participation / attendance must be provided on request	Based on length of program (1 Credit equals 50 minutes)	No Limit
Total:			

Area	Comment	Credits per Hour/Event	
Other than Credit risk areas		Total; credits per three-year renewal cycle for other than credit risk is 15. See details below.	
Other than Credit risk areas – Professional Events and or Courses	Course (instructor led or web based e learning) – can be <u>any</u> risk subject matter course whose content relates to the financial services industry and improving individual performance. The course should concern a credit risk impact (for example, the impact of liquidity risk on a commercial customer). The course may use internal resources and or external resources in order to accomplish the objectives. The course must be at least 50 minutes long, the holder's competency is demonstrated, (e.g. pre/post test) and evidence of his or her completion /	Based on length of program (1 Credit equals 50 minutes)	15 (Total of 15 includes any self-study credits in other than Credit Risk category)
Total:			

Area	Comment	Credits per Hour/Event	Maximum Credits per 3-year cycle
Other than Credit Risk: Self Study – per hours to complete.	See Other Than Credit Risk: Professional Events and Courses	Metric identical to Credit Self-Study. Note lesser maximum credits.	15 (Total of 15 includes any course credits in other than Credit Risk category)
Total:			
Ethics: General	Course (instructor led or web based e learning) –whose content relates to the financial services industry and improving individual performance.	Based on length of program (1 Credit equals 50 minutes)	5
Total:			

Area	Comment	Credits per Hour/Event	Maximum Credits per 3-year cycle
Credit Risk Course	Course (instructor led or web based e learning) –whose content relates to the financial services industry and improving individual performance; the course may use internal resources and or external resources in order to accomplish the objectives. The course must be at least 50 minutes long, the holder’s competency is demonstrated, (e.g. pre/post test) and evidence of his or her completion / achievement must be provided.	Based on length of program (1 Credit equals 50 minutes)	No Limit
Credit Risk – Self Study		Half credit (1/2 CPE) per hour of recommended time	6
Total:			

Area	Comment	Credits per Hour/Event	Maximum Credits per 3-year cycle
Publish	Must be risk subject matter oriented, and either published in the RMA Journal or a similar industry or academic publication. A copy of the published piece must be provided.	15	15
Total:			
Speak/Present at Conference/Meeting or via web seminar or audio conference	Must be risk subject matter oriented, and either be an RMA event or a similar industry event. The credential holder's portion must be at least 50 minutes long. A copy of the text must be provided.	2 times the number of hours	12
Total:			

Area	Comment	Credits per Hour/Event	Maximum Credits per 3-year cycle
Teach a course – per course (not times taught)	Can be any risk oriented subject matter related to the financial services industry in which a participant's competency is measured (e.g. exams) and recognition of his or her completion is awarded. The course must be at least 4 hours long. A copy of the text must be provided	2 times the number of hours teaching	16
Total:			
Thesis/dissertation	Can be <u>any</u> accepted risk subject at an accredited university/college business school	25	25
Total:			

Area	Comment	Credits per Hour/Event	Maximum Credits per 3-year cycle
RMA Volunteer	Includes all volunteer work requiring credit risk expertise, as well as all CRC committee work	1. Chapter Board Member – 4 per year	10
		2. Chapter Director of Committee Chair – 2 per year	6
		3. Chapter Council or Committee – additional. 1 per year or 3 if not serving on any boards	9
		Total for all chapter activities	10
Total:			
Re-take the CRC Exam		45	45
Total:			
GRAND TOTAL:			

** Continuing education period starts 90 days after you receive notice of passing the exam.

Recertification Fee: \$100.00

_____VISA

_____MasterCard

_____AMEX

_____Diners Club

_____Discover

Card Number _____ Expiration date _____

Signature _____

My signature verifies that this information is true and correct and that I authorize RMA to charge my credit card.

Questions? Call 800-677-7621 or email us at rmacertification@rmahq.org. Please fax this completed form to 215-446-4100.