



# CREDIT & COLLECTION PROFESSIONAL EXAM APPLICATION



*This application may be photocopied for multiple individuals from your office*  
\*\*\* PLEASE PRINT OR TYPE \*\*\*

## SECTION A: APPLICANT & TRAINING SUPERVISOR (PROCTOR) INFORMATION (PLEASE COMPLETE ALL FIELDS)

<b>PLEASE PRINT</b>	<b>APPLICANT</b>	<b>TRAINING SUPERVISOR (PROCTOR)</b>
NAME:		
HKCCMA I.D.#:		
ACA I.D.#, (If known):		
EMAIL ADDRESS: *		

*\*required*

## SECTION B: COMPANY INFORMATION

COMPANY NAME:	PHONE:
MAILING ADDRESS:	
CITY, COUNTRY, POSTAL CODE:	

## SECTION C: VALIDATION OF CURRICULUM AND APPLICATION REQUIREMENT

To prepare for this examination, individuals should study the official text recognized by HKCCMA and ACA International. This text is currently accepted as **Essential Guide to Credit Management and Debt Recovery in Hong Kong, Singapore, Malaysia and India**. Co-authored by Bobby Rozario and Puru Grover (Third Edition). It is recommended individuals also familiarize themselves with such resources as the Hong Kong Personal Data (Privacy) Ordinance and Code of Practice on Consumer Credit.

I ATTEST THAT I (THE APPLICANT) HAVE COMPLETED STUDY OF THE ABOVE CURRICULUM

THIS APPLICATION IS FOR:       MY INITIAL ATTEMPT AT THE EXAM  
 A SECOND ATTEMPT AT THE EXAM (MUST BE WITHIN 90 DAYS OF THE INITIAL ATTEMPT)

*I attest that the information provided on this application is true and accurate to the best of my knowledge.*

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## SECTION D: HKCCMA APPROVAL & PROCTOR INFORMATION (TO BE FILLED OUT BY A HKCCMA REPRESENTATIVE)

I have reviewed the above information for accuracy and attest that this applicant is a member of HKCCMA and is eligible to take the exam.

THE FOLLOWING INDIVIDUAL HAS BEEN ASSIGNED AS PROCTOR FOR THIS EXAM ADMINISTRATION

HKCCMA REPRESENTATIVE NAME:	COMPANY NAME:	
HKCCMA I.D.#:	MAILING ADDRESS:	
E-MAIL ADDRESS:	CITY, COUNTRY	
PHONE:	POSTAL CODE:	

HKCCMA REPRESENTATIVE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\* Please thoroughly complete both pages of this application. \*\*

## SECTION E: TRAINING SUPERVISOR (PROCTOR) SIGNATURE

*I certify that the information provided on this application is true and accurate. This also confirms that I will proctor the online exam for the above applicant.*

TRAINING SUPERVISOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TRAINING SUPERVISOR'S E-MAIL ADDRESS: \_\_\_\_\_

## TESTING FEES AND PAYMENT INFORMATION – *PAYMENT DUE WITH APPLICATION*

ONLINE EXAM **HK\$3,800** for **HKCCMA Members**.

CHEQUE/BANKDRAFT NO.: \_\_\_\_\_ BANK: \_\_\_\_\_

CHEQUE ENCLOSED (MAKE CHEQUES/BANKDRAFT HK\$3,800 PAYABLE TO "THE HONG KONG CREDIT AND COLLECTION MANAGEMENT ASSOCIATION LIMITED")

## ADDITIONAL INFORMATION FOR APPLICANT

The Hong Kong Credit & Collection Management Association is pleased to offer this professional development opportunity as the sponsor of ACA International's Credit and Collection Professional (CCP) designation serving Hong Kong and China. The Credit & Collection Professional (CCP) designation recognizes individuals who through experience, continuing education and testing have demonstrated their knowledge of credit practices in Hong Kong & China.

### GENERAL TESTING INFORMATION

- HKCCMA will verify each application and membership status and forward application to ACA International to confirm candidate's eligibility to take the exam.
- HKCCMA will collect appropriate fees from the candidate prior to administration of the exam.
- The online exam is *not* an open-book exam and takes approximately one hour to complete.
- HKCCMA will assign a proctor for the exam.
- Candidates must achieve a score of 85% or higher to pass the exam.
- Candidates who do not achieve a score of 85% may apply for and re-take exam within 90 days of their first attempt. There is no fee for this second attempt.
- Candidates who fail the exam a second time must reapply, after further study, as an initial applicant. An exam fee will be assessed.

### ON-LINE EXAM

- The candidate's testing ID number and PIN will be sent to the proctor.
- The proctor will receive an Administrator's Guide explaining the procedures for administering the exam.
- Online exams are scored immediately. All candidates receive feedback on their performance on each area of the exam.
- Certificates for candidates who pass the exam will be sent from HKCCMA to the proctor within approximately 60 days after completion of the exam.



The Credit & Collection Professional (CCP) designation is a mark of commitment to professionalism and dedication to continuing education. Those who achieve the designation have met specific requirements. Holding the designation is not a guarantee of performance, nor does the lack of the designation indicate a lack of capability.

## Return completed application to:

**Hong Kong Credit & Collection Management Association**  
**P.O. Box 2679**  
**General Post Office**  
**Hong Kong**

**Enquiries: [ccp@hkccma.com](mailto:ccp@hkccma.com)**