



Application for Professional Certification
Part 1 - Applicant Information

Personal Information		
Name (Mr/ Ms)	Company	
<i>(Name as should appear on all correspondence and certificates)</i>	Designation:	
IC No.	Office Mailing Address	
Home Address	Office Telephone	Office Fax
Home Telephone	Mobile Telephone	Email Address

I understand that:

- I must be a member of the Singapore Association of Credit Management (SACM). (If you are not already registered, please attach a registration form, with the appropriate fee, to this form.)
- The required non-refundable fee must accompany this application.
- This fee covers the respective SACM designation process.
- I have met all the qualifying criteria for the designation as outlined in the Criteria For SACM Certification.
- I must remain as a member of SACM and fulfill all Continuing Professional Education (CPE) criteria required by SACM in order to continue using the awarded designation.

I hereby apply for admission to the:

Provisional Credit Associate (PCA) Designation

Option 1 or Option 2

No Certification Points required; completed Stage 1 (3-subjects) course requirement;
Option 1 : minimum 'O' level
Option 2 : presently in Credit role

Certified Credit Professional (CCP) Designation

Option 1 or Option 2

Option 1 : 35 Certification Points, 3 years relevant experience
Option 2 : 35 Certification Points, presently in Credit role, PCA and completed Stage 2 (3-subjects) course requirement

Certified Credit Manager (CCM) Designation

Option 1 or Option 2 or Option 3

Option 1 : 70 Certification Points, 5 years relevant experience and a recognized tertiary degree
Option 2 : 70 Certification Points, 8 years relevant experience, at least 3 years at managerial level
Option 3 : 70 Certification Points, 5 years relevant experience and having earned the PCA and CCP

Application Fee: S\$ _____ (S\$ 100 per applicant)

Cash / Cheque made payable to : **“Singapore Association of Credit Management”**

Bank: _____ Cheque No.: _____

Please send all correspondence related to this application to:

Home address Business address



Application for Professional Certification
Part 2 - Certification Scorecard

Please read all instructions carefully before completing the scorecard. Please enter your self-score for each item in the "Points" box. Points may be earned in any of the three categories, with no minimum needed in any one category. Each category and sub-categories however has a maximum points cap. Please sign the Certification Scorecard before submitting to SACM. You are advised to make a copy of the completed Certification Scorecard for your personal records.

CATEGORY I - Education

A. Relevant Courses **(2 points per day - 20 points maximum)**
(please attach official grade transcripts and/or certificate of attendance)

Institution / Organiser	Relevant Course(s)	Date(s)	Points
Sub-Total I(A)			

B. SACM Training Courses **(3 points per day / 2 points per half-day - 30 points maximum)**
(please attach certificate of attendance or endorsement by SACM Secretariat)

Course	Trainer / Speaker	Date(s) / Hour(s)	Points
Sub-Total I(B)			

C. Attendance at SACM-Recognized Conferences, Seminars & Forums
(3 points per day / 2 points per half-day - 50 points maximum)

Conference / Seminar / Forum	Organiser	Date(s) / Hour(s)	Points
Sub-Total I(C)			

D. Attendance at Non-SACM Training and Educational Programmes
(2 points per day / 1 point per half-day - 10 points maximum)

Training Programme / Course	Organiser / Trainer	Date(s) / Hour(s)	Points
Sub-Total I(D)			

E. Self-Study in Credit-Related Subjects (2 points per subject - 6 points maximum)
(please provide documentary support)

Subject	Educational Institution	Period	Points
Sub-Total I(E)			

F. Provisional Credit Associate Designation (5 points)

Date Awarded:

G. Certified Credit Professional Designation (10 points)

Date Awarded:

CATEGORY I SUB-TOTAL (maximum 50 points)

CATEGORY II - Work Experience And Special Interest

A. Credit-Related Work Experience (Full-time)

(3 points for each year of experience / 4 points per year at managerial level – 40 points maximum)
 (please attach documentary evidence from employer(s) covering at least 3 years of credit-related work experience)

Employer	Country	Position / Job Title	Period	Points
Sub-Total II(A)				

B. Credit-Related Work Experience (Part-time)

(between 2 to 4 points per year at discretion of SACM Certification Committee – 30 points maximum)
 (please attach documentary evidence from employer(s) covering at least 3 years of credit-related work experience)

Employer	Country	Position / Job Title	Period	Points
Sub-Total II(B)				

C. Instructor at SACM Training Courses

(5 points per day / 2 points per half-day - 30 points maximum)

Course	Date(s)	Points
Sub-total II(C)		

D. Speaker or Panelist at SACM-Recognized Conferences, Seminars & Forums

(4 points as Speaker; 2 points as Panelist – 30 points maximum)

Conference / Seminar / Forum	Organiser	Date(s)	Points
Sub-Total II(D)			

E. Instructor, Panelist or Speaker at non-SACM Conferences, Seminars & Training Programmes
 (2 points as Speaker; 1 point as Panelist - 10 points maximum)

Conference / Course / Seminar, etc	Organiser	Date(s)	Points
Sub-Total II(E)			

F. Articles Published (SACM Website, bulletin, magazine or recognized media)
 (up to 5 points for each article published as decided by SACM certification committee - 20 points maximum)

Publication	Title of Article	Issue / Date	Points
Sub-Total II(F)			

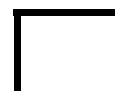
G. Special Career Accomplishments (e.g. Awards, Achievements, Special Recognition, etc)
 (up to 5 points each as decided by SACM certification committee – 10 points maximum)
 (please attach copy of award, certificate, etc)

Award / Achievement / Special Recognition	Organisation	Date	Points
Sub-Total II(G)			

H. Volunteer, Charity Work and Community Service
 (up to 4 points per year as decided by SACM certification committee – 10 points maximum)
 (please attach documentary evidence)

Volunteer, Charity Work and Community Service	Organisation	Period	Points
Sub-Total II(H)			

CATEGORY II SUB-TOTAL (maximum 40 points)



CATEGORY III – Participation

A. SACM sub-committees (with satisfactory attendance rate – 16 points maximum)

- Committee member (2 points for each term of 2 years – 8 points maximum)
- Office Holder (3 points for each term of 2 years – 12 points maximum)
- Chair of Committee (4 points for each term of 2 years – 16 points maximum)

Type of committee	Position	Period Served	Points
Sub-Total III(A)			

B. SACM Board Of Management (with satisfactory attendance rate – 24 points maximum)

- Committee member (3 points for each term of 2 years – 12 points maximum)
- Member of Board of Advisors (3 points for each term of 2 years – 12 points maximum)
- Officer Holder of Board of Management (4 points for each term of 2 years – 16 points maximum)
- Chair of Board of Management (6 points for each term of 2 years – 24 points maximum)

Position	Period Served	Points
Sub-Total III(B)		

C. Participation at SACM Events (including those sponsored by SACM)

(3 points per day / 2 points per half-day – 50 points maximum)

(An event/activity can be scored only once i.e. it should be excluded if already scored at any of the preceding category)

Event / Activity	Organiser	Month / Year	Points
Sub-Total III(C)			

D. Participation in Industry Credit Groups (with satisfactory attendance rate – 20 points maximum)

- Committee member (4 points per year – 16 points maximum)
- SACM-DP Certification Programme*

- Chair (5 points per year – 20 points maximum)

Industry Sector	Position	Period Served	Points
Sub-Total III(D)			

E. SACM membership (2 points per year – 20 points maximum)

Period	Points
Sub-Total III(E)	

CATEGORY III SUB-TOTAL (maximum 50 points)

TOTAL CERTIFICATION POINTS I+II+III

I hereby submit this Certification Scorecard for evaluation and verification by the SACM Certification Committee.

I fully understand that the Committee has the right to verify the claims made for points herein.

I understand that the Committee reserve the right to interview applicants and to ask for further documentary evidence, if considered necessary, in support of the information provided in this application.

By my signature, I agree that any false statement or misrepresentation that I make in the course of these proceedings may result in the revocation of this application, forfeiture of the application fee and prohibit me from participating in the Professional Certification Programme. I further agree to conduct myself in all business dealings so as to reflect honour and merit upon the financial and business credit profession.

I understand that by providing my mailing address, e-mail address, telephone number, and fax number, I consent to receive communications sent by or on behalf of the Singapore Association of Credit Management via regular mail, e-mail, telephone or fax.

Signature of Applicant

Date

Check here if, upon award of the respective designation, you would like SACM to notify your immediate supervisor or HR (only one name)

Name (Mr / Ms)	Company
Designation	Office Mailing Address
Office Telephone / Fax	Email Address

Mail to:

Singapore Association of Credit Management
Bukit Timah Post Office
PO Box 046
Singapore 915802
Contact : Tel no. 9856 3100
Email: enquiries@sacm.com.sg

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To be completed by SACM :

Applicant's name : _____

For designation of CCP or CCM

This application is recommended by:

Name :	Name :
Position in SACM Board of Management <input type="checkbox"/> Member <input type="checkbox"/>	Position in SACM Board of Management <input type="checkbox"/> Member <input type="checkbox"/>
Signature/Date	Signature/Date

Remarks :
