MAINTAINING YOUR CREDIT RISK CERTIFICATION CREDENTIAL

Note: This document represents the CRC materials as of October, 2014. RMA reserves the right to amend or modify information about, and requirements for CRC Re-certification as needed.
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RECERTIFICATION CYCLE

CRC certifications are valid for three years. To maintain your credential, you must earn a total of 45 continuing-education credits within those three years.

The three-year period begins either June 1 or January 1 following the end of your testing window, whichever comes first. For example, if your testing window ended April 2014, your continuing-education period would start June 1, 2014, and end June 30, 2017.

Before the certification period ends, you will need to verify your credits. Please see the reporting credits section on page 2.

QUALIFYING ACTIVITIES

Only activities related to banking, economics, finance, or accounting qualify as opportunities for earning continuing-education credits. Credits cannot be earned from programs or activities that are fundamental, introductory, or geared toward specific products or sales.

The following are examples that do not qualify as credit-earning activities:

- Courses or classes specific to an organization’s products or sales.
- Fundamental or introductory courses in finance or cash/treasury management.
- Career development sessions.
- Business development sessions that are not topic specific.

Note: Qualifying activities need not be sponsored or accredited by RMA.
REPORTING CREDITS

It is your responsibility to maintain records documenting your continuing-education credits. A copy of an educational event’s registration form and program are adequate documentation. Be sure to retain this documentation for two full years after completing each three-year recertification cycle. You will need this documentation for an audit, so keep it readily accessible: Random audits will be performed.

- RMA will send you reminder notices about recertification, so be sure to notify us of any changes to your address, email, or fax.
- The absence of a recertification reminder does not waive the requirement and will not be an appeal to revocations of certification.
- Current information on qualifying activities, the submission process, and other matters related to recertification is available on RMA’s website.

Refer to [http://www.rmahq.org/crc](http://www.rmahq.org/crc) and view “Maintaining Your CRC Credential: What You Need To Know.”

When you are ready to verify your credits, or enter new credits,

1. Please go to the link below.
   [https://www.rmahq.org/mytranscripts](https://www.rmahq.org/mytranscripts)

2. You will be directed to an RMA website login.

3. Enter user name and password (If you have forgotten your password, you can click the “Forgot Password?” link at the login. Your logon is your work email. If you have a problem with your logon, please call customer service at 1-800-677-7621.

4. On “My Transcripts” page you can add CRC credits.

   Email rmacertification@rmahq.org when you have completed your 45 credits, so that RMA can approve and bill you directly.
CRC RECERTIFICATION CREDITS ARE BASED ON THE FOLLOWING GUIDELINES:

• You may earn any number of credits each year. However, RMA encourages you to earn your credits evenly throughout the renewal cycle.

• Be aware that some activities have maximum credits per recertification cycle.

• Report only qualified educational activities in approved subject areas.

• List the program's title exactly as it appears on the brochure.

• When verifying your credits, do not forward to RMA any supporting documentation of attendance or participation. Send an email to rmacertification@rmahq.org when you have completed your 45 credits, so that RMA can approve and bill you directly (but do keep supporting documents in case RMA audits your record).

WAYS TO OBTAIN CONTINUING-EDUCATION CREDITS

Re-take the CRC exam.

Individuals who initially pass the CRC exam may take it a second time.

Take a college/university course (must be related to economics, accounting, or finance).

Credit will be granted for the completion of an accredited institution’s courses in economics, accounting, or finance-related topics. A three- or four-credit semester course is equivalent to 12 credits. A maximum of 30 credits will be accepted in this category per three-year recertification cycle.

Attend professional events.

Professional events are conferences, seminars, workshops, forums (both internal and external), audio conferences, Web seminars, chapter meetings, training sessions, AICPA events, and round tables related to credit risk (including accounting, economics, and finance), other non-credit risk topics or business ethics.

One credit is awarded for every 50 minutes of attendance at any of the above professional events. Credit will not be allowed for review or introductory courses. Review or preparation courses for other licenses and certifications do not qualify for credits.
WAYS TO OBTAIN CONTINUING-EDUCATION CREDITS (CONT.)

Complete a self-study (with exam) including eCases.

Credit will be granted for independent study in banking, finance, accounting, and economics. Print, audio, and video formats (or any combination thereof) are eligible for credit. The course must include a method of evaluating work completed, such as an examination result, a written project, or a certificate of completion. Candidates should be prepared to show evidence of completion in the event they are audited. A maximum of six credits will be accepted in this category per recertification cycle. Each hour will earn a half-credit, though only full credits will be accepted.

Publish an article.

Credit will be granted for publishing articles related to finance, accounting, economics, or banking. Fifteen credits will be awarded per published article. A maximum of 15 credits will be accepted in this category per recertification cycle.

Teach a course or seminar.

You will receive credits if you serve as a lecturer, a presenter, or an instructor in subjects related to banking, finance, economics, or accounting. Instructors/lecturers receive twice as many credits as the number of speaking hours. You may claim credits only once for each presentation, even if it is given multiple times during a recertification period. Each course earns 2 credits for each hour of Teaching (maximum of 16 per cycle).

Speak or present at a Web seminar or audio conference.

Credits are granted for presenting at a Web seminar or speaking in an audio conference on topics related to banking, finance, economics, and accounting. Speakers/presenters receive twice as many credits as the number of speaking hours. You may claim credits only once for each presentation, even if it is given multiple times during a recertification period. For this activity, the maximum number of credits allowed per recertification cycle is 12.

Have a thesis/dissertation on an approved topic accepted by a college or university.

Credits will be granted for a college- or university-accepted thesis or dissertation on an approved topic related to banking, finance, accounting, or economics. Finance-related MBA, DBA, or banking school theses/dissertations are acceptable. This activity qualifies for 25 credits per recertification cycle.

Perform RMA volunteer service.

Credits are granted for performing RMA volunteer service—which means membership on national and local councils, committees, and boards, as well as taskforces at the local level. A maximum of 10 credits will be accepted in this category per recertification cycle. Other RMA volunteer service other than that described above will have the number of credits determined by RMA HQ personnel with a maximum of 24 credits being accepted per certification cycle.
### TABLE 1: Activities Eligible for CRC Continuing Education Credits

The suggested minimum is 15 continuing-education credits per year, but 45 must be completed over three years. Note: For the full list of RMA courses eligible for Continuing Education credits, please consult the latest edition of our catalog, or the course information online at www.rmahq.org.

<table>
<thead>
<tr>
<th>Area</th>
<th>Comment</th>
<th>Credits per Hour/Event</th>
<th>Maximum Credits per 3-year cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active in field.</td>
<td>Employed in a credit and lending job and demonstrates active contributions to risk management process improvements, peer-to-peer exchanges, mentoring, etc.</td>
<td>5 per year</td>
<td>15</td>
</tr>
<tr>
<td>Professional events: credit risk, per event.</td>
<td>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.</td>
<td>Based on length of program (1 credit equals 50 minutes)</td>
<td>No Limit</td>
</tr>
<tr>
<td>Credit risk course</td>
<td>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.</td>
<td>Based on length of program (1 credit equals 50 minutes)</td>
<td>No Limit</td>
</tr>
<tr>
<td>Credit risk – self study</td>
<td></td>
<td>Half credit (1/2 CPE) per hour of recommended time</td>
<td>6</td>
</tr>
<tr>
<td>Other than credit risk areas</td>
<td></td>
<td>Total; credits per three-year renewal cycle for other than credit risk is 15. See details following.</td>
<td></td>
</tr>
<tr>
<td>Area</td>
<td>Comment</td>
<td>Credits per Hour/Event</td>
<td>Maximum Credits per 3-year cycle</td>
</tr>
<tr>
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<td>----------------------------------</td>
</tr>
<tr>
<td>Other than credit risk areas e.g., professional events and or courses</td>
<td>Course (instructor led or Web-based elearning) can be any 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/achievement must be provided.</td>
<td>Based on length of program (1 credit equals 50 minutes)</td>
<td>15 (Total of 15 includes any self-study credits in other than credit risk category)</td>
</tr>
<tr>
<td>Other than credit risk: self study – per hours to complete.</td>
<td>See other than credit risk: professional events and courses</td>
<td>Metric identical to credit self-study. Note lesser maximum credits.</td>
<td>6</td>
</tr>
<tr>
<td>Ethics: general</td>
<td>Course (instructor led or Web-based elearning) whose content relates to the ethics of best practices in credit and lending, and/or in the financial services industry.</td>
<td>Based on length of program (1 credit equals 50 minutes)</td>
<td>5</td>
</tr>
<tr>
<td>College/university courses – per course.</td>
<td>Can be any risk course offered at an accredited university/college undergraduate, graduate, or executive education business school in which credit is granted and a passing grade is achieved. Evidence of which must be provided on request.</td>
<td>12 hours for a three – or four credit college course</td>
<td>30</td>
</tr>
<tr>
<td>Publish</td>
<td>Must be risk subject matter oriented, and either published in <em>The RMA Journal</em> or a similar industry or academic publication. A copy of the published piece must be provided.</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Article Writing Competition</td>
<td>In any year, you will receive 3 credits for the submission of the article. If the article is chosen as one of the top three in your chapter’s competition and is submitted to RMA HQ, you will receive another 3 CEU credits. Finally, any papers published in <em>The RMA Journal</em> receive an additional 9 credits.</td>
<td>3 credits for entering the chapter article writing competition. 3 credits if the article places in the top three in local competition and is submitted to the national competition. 9 credits if the article is published.</td>
<td>30</td>
</tr>
</tbody>
</table>
### CALCULATING CRC CONTINUING EDUCATION CREDITS

<table>
<thead>
<tr>
<th>Area</th>
<th>Comment</th>
<th>Credits per Hour/Event</th>
<th>Maximum Credits per 3-year cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speak/present at conference/meeting or via Web seminar or audio conference</td>
<td>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.</td>
<td>2 times the number of hours</td>
<td>12</td>
</tr>
<tr>
<td>Teach a course – per course (not times taught)</td>
<td>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.</td>
<td>2 times the number of hours teaching</td>
<td>16</td>
</tr>
<tr>
<td>Thesis/dissertation</td>
<td>Can be any accepted risk subject at an accredited university/college business school</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td><strong>RMA Chapter Volunteer</strong></td>
<td>1. Chapter officer – (chapter president, vice president, secretary, etc.)</td>
<td>3 credits per year</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>2. Chapter board member / committee chair – (not to be combined with CE obtained for chapter officer as noted above)</td>
<td>2 credits per year</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>3. RMA HQ Council or committee member (Chapter &amp; Membership Council, Chapter Leaders’ Conference Steering Committee, Membership Committee, or Young Professionals Committee)</td>
<td>1 per year; increases to 3 credits per year if no other volunteer credit applies (i.e. if #1 or #2 above are not applicable)</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total for all chapter activities</strong></td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Other RMA volunteer activities</td>
<td>Includes all volunteer work requiring credit risk expertise, as well as all CRC committee work</td>
<td>To be determined by RMA HQ personnel based on hours of services</td>
<td>24</td>
</tr>
<tr>
<td>Re-take the CRC Exam</td>
<td></td>
<td>45</td>
<td>45</td>
</tr>
</tbody>
</table>
REQUESTING AN EXTENSION

If by the end of your three-year cycle you are unable to meet your 45 credits, you may request an extension. The extension request must be made in writing, and the Recertification Reporting Form must be submitted no later than 90 days after your certification expiration date.

DON’T LET YOUR CERTIFICATION EXPIRE…

If by the appropriate deadline you have neither reported the required 45 credits, nor requested (or qualified for) an extension, your certification will expire. Should you wish to earn the CRC credential in the future, you will be required to resubmit a CRC examination application, remit the full registration fee, pass the CRC exam, and submit continuing-education credits in accordance with the recertification policy in effect at the time.