

IDP TRAINING UNIT REPORT

IDP applicants must complete items I – IV below in addition to items 1 – 10 and section titled “Mentor” on the Employment Verification form. Accurate start and end dates in item III are mandatory. Report period dates may not overlap with other report periods. Do not project any training activities beyond the reporting period. Your daily supervisor must verify all activities.

I. CSB File No: _____ II. Name _____

III. Reporting period: From ____/____/____ to ____/____/____ Hours per week (including overtime): _____
 Month Day Year Month Day Year

IV. Indicate the IDP Training Units earned in each Category during the above period. One Training Unit equals eight hours of acceptable experience. Twenty (20) Training Units per month are typical for full-time employment (35 hours / week minimum). Please limit decimal notation to two places.

Category A: Core Competency	IDP	Supplementary
Certified Credit Professional (CCP)	Experience	Education¹
1. Account Analysis.....	_____	_____
2. Finance Statements Review.....	_____	_____
3. Credit Reporting Review.....	_____	_____
4. Credit Limit Establishment.....	_____	_____
5. Credit Limit Management.....	_____	_____
6. Risk Analysis.....	_____	_____
7. Credit File Establishment and Maintenance (SOX).....	_____	_____
8. Credit Application Processing.....	_____	_____
SUB TOTAL	0.00	0.00
Category B: Core Competency		
Certified Professional Collector (CPC)		
9. Credit Analysis.....	_____	_____
10. Deduction Resolution.....	_____	_____
11. Customer Collections.....	_____	_____
12. Collection Forecasting.....	_____	_____
13. Collection Legal.....	_____	_____
14. Manage Accounts Placed For Collection.....	_____	_____
SUB TOTAL	0.00	0.00
Category C: Advanced Competency		
Certified Credit Professional & Certified Professional Collector (CCP & CPC)		
15. Contract Review.....	_____	_____
16. Customer Visitations.....	_____	_____
17. Distributor Agreements.....	_____	_____
18. Sales Rep Agreements.....	_____	_____
19. International Credit Review.....	_____	_____
20. International Collections.....	_____	_____
SUB TOTAL	0.00	0.00
Category D: Management		
Certified Credit Professional (CCP)		
21. Credit Policy Review.....	_____	_____
22. Credit Department Administration.....	_____	_____
23. Supervision.....	_____	_____
SUB TOTAL	0.00	0.00
Category E: Management		
Certified Professional Collector (CPC)		
24. Collection Policy Review.....	_____	_____
25. Collection Department Administration.....	_____	_____
26. Supervision.....	_____	_____
SUB TOTAL	0.00	0.00
Category F: Related Activities		
Certified Credit Professional & Certified Professional Collector (CCP & CPC)		
27. Professional & Community Service.....	_____	_____
28. Board of Directors Service.....	_____	_____
29. Industry Credit Group Participation.....	_____	_____
30. Committee and Advisory Board Appointments.....	_____	_____
SUB TOTAL	0.00	0.00
Category G: Supplemental Education		
31. Training Seminars and Programs.....	_____	_____
32. Accounting, Credit, Collection, Credit Law Class.....	_____	_____
SUB TOTAL	0.00	0.00
TOTAL	0.00	0.00

IDP TRAINING UNIT REPORT Page 2

DIARY

Please list any changes of employment status, supplementary education activities, etc:

¹ List any supplementary education in Diary. To receive credit for training programs and seminars, provide copies of Certificates of Completion and / or CEU attendance records.

Falsifying Employment Verification or IDP Training Unit Reports is unethical, illegal, and subject to disciplinary action.

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Credit & Collection Professionals