



**Institute of
Credit Management
of South Africa**

ICM Student № _____

**Exemption / RPL
Exam Registration Form**

2012

Please complete in clear block letters and forward to :

Fax: +27 (0)11 478 3841 /

+27 (0)86 558 6823

E-mail: admin@icmorg.co.za

Institute of Credit Management National Office

PO Box 73752, FAIRLAND 2030

Tel: 011 478 3830

www.icmorg.co.za

TO BE COMPLETED IN FULL BY ALL INDIVIDUALS

Title Mr Mrs Ms/Miss Other (please specify) _____

Surname _____ Initials _____

First Names _____ Known as _____

ID No. _____ Date of Birth _____

Contact telephone numbers

(Please include dialing code) Work _____ Fax _____

Home _____ Cell _____

Name of current Employer/Company name _____

E-mail address _____

SHOULD YOUR EMPLOYER REQUIRE A TAX INVOICE

Company Name (as it must appear on the invoice)

Company Postal address (Please supply a PO Box if possible)

Code _____ **VAT no.** _____

Postal address for student/membership correspondence

(If different from Company):

Code _____

ALL LEARNERS MUST BE REGISTERED WITH AN ICM ACCREDITED COLLEGE:

Learners must comply with the entry level requirements of the College.

Name of ICM Accredited College: _____

Date of ICM Exam: 2 June 2012 3 November 2012

Course you are about to study : Credit Management Part 1 Part 2 Part 3 Part 4

Previous ICM Credit Management Exam: College _____ Course / Exam _____ Year _____

Application for Exemption from Part 1 of the ICM Certificate in Credit Management /
Recognition of Prior Learning of Part 2 / Part 3 *Non-ICM* Accredited Credit Management Course
PLEASE REFER TO THE EXEMPTION/RPL APPLICATION FORM

I declare that all the particulars given herein are true and correct.

Surname _____ Initials _____

Signature _____ Date _____

An invoice with your payment reference number and payment instructions will be issued on receipt of the completed registration form.
(refer attached fee structure)

CLOSING DATE FOR ICM EXAM REGISTRATIONS AND PAYMENTS: STRICTLY 1 MONTH PRIOR TO EXAMINATION DATES.

FEES PAYABLE 2012 (All fees include VAT)

	PART 1, 2	PART 3	PART 4
<u>REGISTRATION FEES</u>			
All <u>first time</u> registrations. (ONCE OFF)	R 66.00	R 66.00	R 66.00
<i>Re-registration fee (payable where membership lapsed)</i>	<i>R 66.00</i>	<i>R 66.00</i>	<i>R 66.00</i>
<u>YEARLY SUBSCRIPTIONS / MEMBERSHIP FEES (COMPULSORY)</u>			
Learner (No Designation, No Voting rights)	R 192.00		
Member (Designation MICM, Membership Certificate, Full Voting rights)		R 542.00	R 542.00
<u>ASSESSMENT (EXAM) FEES</u>			
Exam Fee (Per Exam)	R 460.00	R 460.00	R 560.00

- Yearly subscriptions (membership fees) are **compulsory** and may be amended from time to time at the discretion of the ICM Board.
- Learners who have successfully completed the Institute's Certificate in Credit Management Part 2 exam are automatically upgraded as Members of the Institute in the new calendar year: Membership fees (not learner fees) plus examination fees apply.
- Successful Part 4 candidates are automatically upgraded as Associate Members of the Institute in the new calendar year: Associate Membership plus examination fees apply.
- Member / Associate certificates are issued on receipt of the full membership / associate fee.
- Yearly subscriptions / membership fees are halved **ONLY** for first-time learners registering in the second semester OR where membership has lapsed and the learner registers in the second semester.

An invoice with your payment reference number and payment instructions will be issued on receipt of the completed registration form.

CLOSING DATE FOR ICM EXAM REGISTRATIONS AND PAYMENTS: STRICTLY 1 MONTH PRIOR TO EXAMINATION DATES.

*From 2012, all new intake students have to successfully complete
all 4 parts to obtain the ICM Certificate in Credit Management.*



APPLICATION FOR EXEMPTION / RPL

To be completed only by learners applying for exemption of Part One of the Institute's Certificate in Credit Management

PLEASE COMPLETE PAGE 1 – PERSONAL DETAILS AND LEARNER ENROLLMENT AS WELL

If you are enrolling for the first part of the three part Institute Certificate in Credit Management course, you might qualify for exemption of the first part. Complete the following questions and have your **employer sign** it. Lodge your application in good time before you start the course as exemption will not be granted once you have started the course.

Exemption will only be granted to learners with a St. 10 certificate or equivalent **and** a minimum of FIVE years' experience at a senior level, such as a person occupying the position of credit controller. The granting of this exemption is an exception and you may be asked to be formally tested in your claimed abilities and knowledge. Should you be granted the exemption you are required to familiarize yourself with all aspects covered in Part One and the Institute will not accept responsibility for the fact that you may find Part Two too difficult.

Current Employer

Position

Length of service

Detailed job description

Name of your current Company's Credit Manager

Signature of your Company's Credit Manager Date

Applicants must clearly indicate 5 years' experience at a senior level in credit control or credit management to qualify for the exemption. If you have not been with your present company for at least 5 years you must attach a certificate of service from your previous employer(s) giving a detailed job description.

Please attach all necessary documents to substantiate your above statements.

OFFICE USE ONLY :

EXEMPTION approved : Director's signature :

APPLICATION FOR RPL (Recognition of Prior Learning)

To be completed by learners who have successfully completed Part Two or Part Three at an institution not accredited by the ICM at the time.

Assessment fee: R900 (incl. VAT) payable 1 month prior to the assessment date.

PLEASE COMPLETE PAGE 1 – PERSONAL DETAILS AND LEARNER ENROLLMENT AS WELL

Previous Credit Management Course / Exams you have completed:

Course/ Exam Date College

Please attach certified copies of relevant certificate(s) obtained.

OFFICE USE ONLY :

RPL Part approved : Director's signature :