



**Investment Recovery Association's  
Voluntary Certification Program**

**Investment Recovery Association • P.O. Box 419264  
Kansas City, Missouri 64141 • (816) 561-5323**



## **A Professional's Recognition in Investment Recovery Management**

When you apply for the Certified Manager of Investment Recovery designation, you are on your way to demonstrating that you are among the best.

You'll join a select group of men and women who have made the commitment to excellence in investment recovery management and an ongoing pursuit of knowledge... and you will be amply recognized in the process.

Established in 1994, the CMIR program was designed not only to further elevate professional standards and evaluate individual performance, but also to recognize and distinguish those who have reached one of the highest levels of achievement in investment recovery management.

### **The CMIR: A Recognized Success Path**

Among investment recovery managers, the CMIR is structured to become known and appreciated. Not only is it the mark of distinction throughout the profession, but it offers you a wide range of important benefits:

- **Expanded Knowledge**

By reading, studying and preparing for these exams, you'll gain a thorough, up-to-date understanding of every aspect of investment recovery management, including a look at future trends and strategies essential to your success.

- **Extensive Peer Communication**

As a CMIR candidate, you'll have networking opportunities as a result of the course of study, and will benefit from ongoing dialogue with fellow CMIR candidates.

- **Heightened Professional Recognition**

A symbol of leadership and accomplishment, the CMIR designation is highly regarded by peers, purchasing professionals and your management team.

Completion of the CMIR program may well place you on the "Fast Track" to professional achievement.

- **Greater Earning Potential**

We believe the CMIR designation will enhance one's financial advantages within the investment recovery profession as it has with the C.P.M. designation in the purchasing profession.

### **CMIR Eligibility Requirements**

You should definitely make CMIR certification your immediate goal if:

- You are currently employed as an investment recovery department manager, or a supervisor within an investment recovery department with three (3) or more years of experience.
- Acceptable character, ability and reputation.
- You pledge in writing to adhere to the Investment Recovery Association Code of Ethics.
- Develop 35 points from your Personal Data Form (PDF) and successfully pass five exams, including IR Principles, IR Techniques and three CMIR Educational Modules tests of your choice.

Now is the time to learn about the CMIR Program and plan your strategy for earning this prestigious designation.

### **CMIR Examination Schedule and Dates**

The IR Principles and IR Techniques examinations are scheduled for two hours and each of the CMIR Educational Modules are scheduled for one hour. Examinations will be offered at the Semi-Annual Conferences held in the Spring and Fall of each year.

### **Ways to Prepare For the Exam**

A CMIR Study Guide is available to use as a review. This publication is available from the Association headquarter's office.



## Awarding the CMIR Designation

Candidates are notified of their status by the Investment Recovery Association staff. Successful candidates are invited to attend the next Investment Recovery Association Conference and Trade Show to be recognized in a special ceremony—where they are awarded their CMIR plaque.

The Association will also notify your firm's management team of your outstanding accomplishment.

## Fees

### *Application Fee*

A fee of \$500 (members), \$650 (non-members) is payable with the filing of the application. Costs break down as follows:

#### **Members:**

PDF Fee: \$200.00  
IR Principles/IR Techniques: \$ 75.00/each  
CMIR Educational Modules: \$ 50.00/each

#### **Non-Members:**

PDF Fee: \$225.00  
IR Principles/IR Techniques: \$100.00/each  
CMIR Educational Modules: \$ 75.00/each

### *Re-Examination Fee*

For each re-examination, a fee in the amount equal to 50% of the exam fee will be required.

### *Recertification Fee*

A fee of \$50 (member), \$100 (non-member) for each five year recertification filing to maintain the designation. Once your Personal Data Form is submitted and accepted, you are eligible to begin sitting for any of the exams. You must develop 35 points from your Personal Data Form to be eligible to sit for the exams.

## How CMIR's Recertify

To maintain certification, a designee must accumulate professional credits and submit a completed Recertification Form four years after the original date of certification. Following that date, recertification is required every five years. Each CMIR reaches the first recertification date on the fourth January 1st following the date appearing on the certificate attesting to the certification.

## Certification Commission Personal Data Form Instructions

This form provides an organized method of documenting your professional and educational background achievements and involvement in Association activities.

A scoring guide for personal data is included in the right margin of the form for information in totaling your score. Also note that there are maximum allowable scores for each of the five Personal Data Form (PDF) divisions.

**Thirty-five points are required in order to qualify to sit for the CMIR exam.** It is prudent to include all the points you can in each of the seven divisions against the possibility of variations in your own evaluation and those of the Commission.

Generally, you can estimate that you may need approximately three to five years management experience to accumulate 35 points.

PDFs will be evaluated throughout the year. However, your PDF **must be postmarked no later than 45 days before the opening day of each Semi-Annual Conference** held in the Spring and Fall each year to sit for the exam given at that Conference.

## Hints for Completing the PDF

- Candidates should read very carefully the point descriptions in each of the seven divisions of the form.
- Include materials requested to verify information given.
- Complete the application in full.

## Instructions for Resubmitting a PDF

If you do not obtain the 35 points, you may resubmit an updated PDF six months later. Use the Personal Data Form to document the activities and achievements you have accomplished since you submitted the first PDF. There is no need to document the information you included in the first PDF. Scores are kept for three years.

**CERTIFIED**

**MANAGER OF**

**INVESTMENT**

**RECOVERY**

## **Code of Ethics**

In order to promote and maintain the highest standards of personal standards and conduct, the Investment Recovery Association has adopted a Code of Ethics for persons attaining the CMIR (Certified Manager of Investment Recovery) certification.

Adherence to these standards is required for certification, and serves to assure public confidence in the integrity and professionalism of investment recovery department personnel.

### **As a CMIR, I pledge to:**

1. Maintain the highest standard of personal conduct.
2. Promote and encourage the highest level of ethics within the industry or profession my company represents.
3. Maintain loyalty to the company that employs me, and pursue its objectives in ways that are consistent with the public interest.
4. Recognize and discharge my responsibility to uphold the laws and regulations relating to my company's policies and activities.
5. Strive for excellence in all aspects of investment recovery management.
6. Use only legal and ethical means in all investment recovery activities.
7. Serve all members of my company impartially, provide no special privilege to any individual and accept no personal compensation from a supplier of services.
8. Maintain the confidentiality of privileged information entrusted or known to me by virtue of my position.
9. Refuse to engage in or countenance, activities for personal gain at the expense of my company, our industry or my profession.
10. Always communicate internal and external statements in a truthful and accurate manner.
11. Cooperate in every reasonable and proper way with other investment recovery professionals and work with them in the advancement of the profession of investment recovery.
12. Use every opportunity to improve public understanding of the role of investment recovery.

# Certified Manager of Investment Recovery (CMIR) Application

*Make professional excellence your goal today!*

CMIR CERTIFICATION COMMISSION  
Investment Recovery Association  
P.O. Box 419264  
Kansas City, Missouri 64141  
(816) 561-5323 • Fax: (816) 561-1991

(Please type or print)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip + 4: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_

## Indicate the investment recovery position(s) you have held in the past three (3) years:

Present Position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
*(List full title)*

Duties: \_\_\_\_\_

Previous Position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
*(List full title)*

Duties: \_\_\_\_\_

Previous Position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
*(List full title)*

Duties: \_\_\_\_\_

**FEES: ALL FEES MUST ACCOMPANY APPLICATION.** Application fee is \$500 (Member), \$650 (Non-Member). Send completed application with Personal Data Form and appropriate fee to the Association's Headquarters.

•  
My Check is enclosed in the amount of \$ \_\_\_\_\_

Charge my:    AMEX    Visa     MasterCard    In the amount of: \$ \_\_\_\_\_

Account No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name Card is in: \_\_\_\_\_

## Prerequisites for Application

- Employment full time (50% or more) in an investment recovery position with 3 years or more experience.
- Acceptable character, ability and reputation.
- Pledge in writing to adhere to the Investment Recovery Association Code of Ethics

In making this application, I fully understand that in order to complete registration it will be necessary to complete a Personal Data Form with the necessary documents plus submit to the written examinations. I further understand and, by my signature, **I subscribe to the Investment Recovery Association Code of Ethics** with the knowledge that any false statement or misrepresentation may result in the revocation of this application and the issuance of a complaint of violation on said Standards.

Applicant's Own Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CONFIDENTIAL

Investment Recovery Association's Certification Commission

Investment Recovery Association
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Kansas City, Missouri 64141
(816) 561-5323 • Fax: (816) 561-1991

PERSONAL DATA FORM (PDF)
CMIR (Certified Manager of Investment Recovery)

READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM. PLEASE TYPE OR PRINT ALL ENTRIES.

IDENTIFICATION OF APPLICANT

- 1. Name:
2. Title of Present Position: Social Security Number:
3. Company Name:
4. Company (Description, i.e., Industry, Type):
5. Address:
City: State: Zip +4:
6. Company Telephone Number ( ) Fax: ( )
7. Home Address:
City: State: Zip +4:
8. Total Number of Years in Investment Recovery Management:
9. Check if this is a resubmitted PDF. [ ] Yes

DIVISION I - DEGREED EDUCATION

(Based on highest degree attained, maximum of 25 points)

[ ] Check here if supplement material is attached for Division I. Be sure that material is labeled to indicate each item number and is located in the back of the PDF.

10. Higher Education:
This includes courses taken at degree institutions. Submit proof of degree(s).

Table with 5 columns: INSTITUTIONS, DATES, DEGREES AND MAJOR, Guide, Maximum Allowable. Includes a guide for degree types and a note for specific fields.



