

COLLECTION MANAGER CERTIFICATION REQUIREMENTS

NRS 649.175 Manager's certificate required. No person may be the manager of a collection agency unless he holds a valid manager's certificate issued pursuant to the provisions of this chapter.

NRS 649.205 Examination.

1. The Commissioner shall provide for managers' examinations at such times and places as he may direct, at least twice each year.

SUGGESTED AREAS OF STUDY
NRS 649
NAC 649
The Fair Debt Collection Practices Act (http://www.ftc.gov/os/statutes/fdcpa/fdcpact.htm)
The other part of the exam involves basic mathematical calculations in connection with trust account maintenance and statement balancing.
To access NRS 649 and NAC 649 go to fid.state.nv.us . Put your cursor on Application Packages and click on Collection Agency/Agent Application. There is one list for Collection Agency Application and one list for Collection Agency Manager Application. The Statutes and Regulations for Chapter 649 are at the bottom of each list.

COLLECTION MANAGER TESTING SCHEDULE	
Qualified CM Test will be:	
WHEN:	
September 2, 2010, Thursday	9:00am in LV and 1:00 pm in LV
WHERE:	
The Examination will only be available at the Las Vegas location	2501 E. Sahara Ave. 2 nd Floor Conference Room Las Vegas, NV 89104 (corner of Sahara & Atlantic) (signage in front of building reads: Business and Industry)
PLEASE NOTE: Applications must be received by the Carson City office by:	
August 26, 2010, Thursday	
<i>In order for an <u>applicant</u> to sit for the test, the <u>applicant</u> must have submitted the application prior to seat reservation. The applicant may notify the Las Vegas office via e-mail at FIDMaster@fid.state.nv.us. If e-mail is not available, call (702)486-4120 to reserve a seat. Failure to submit an application by the deadline will result in non examination. All reservations for seating must be received by:</i>	
August 31, 2010, Tuesday	

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COLLECTION MANAGER TESTING PROCEDURES
1. Submit completed application to Carson City. (NOTE: Application submission does not guarantee a seat for the test)
2. Confirm application package is complete with FID Carson City office by calling (775) 687-5522,
3. After confirmation, contact FID Las Vegas office to reserve a seat for the test at (702) 486-4120. Provide the person's name, address, company name, and telephone number.
<i>Important Details:</i>
<i>Please bring your own calculator</i>
<i>You are given up to 2 hours for testing</i>
<i>Test results will be mailed within 3 weeks of test. NOTE: No results will provided via the telephone!</i>