



# Certified Community Lender™ Certification Renewal

For additional information contact: Community Bankers of Iowa  
521 E. Locust Street Suite 202  
Des Moines, Iowa 50309  
Telephone: 515-453-1495  
Fax: 515-453-1498  
E-mail: [cbia@cbiaonline.org](mailto:cbia@cbiaonline.org)

## **Certified Community Lender™ Certification Renewal Application**

---

### **Maintaining Certification**

Continual professional development activities are essential to enable community lenders to cope with a rapidly changing environment. Therefore, to retain the Certified Community Lender (CCL™) designation, a community lender must accumulate 24 hours of continuing education/professional development specific to lending every two years and submit a completed CCL™ Renewal Report Form.

### **Those Who Have Attained a CCL™ Must Renew at Two-Year Intervals**

Continued education hours for renewal must be completed by August 24, 2017. For every two years that the certification is maintained, the lender receiving the CCL™ designation will receive a brass plate signifying renewal of these credentials to be placed on the lower portion of that person's CCL™ plaque.

### **Filing Extension**

A CCL™ may apply to CBI for a filing extension of renewal requirements under the following conditions:

1. The CCL™ has been appointed or elected to a full-time public office on the local, state, or national level.
2. The CCL™ has been called to active duty in the United States Armed Forces.
3. The CCL™ is not currently employed.

The request for a filing extension must be submitted in writing to the CCL™ Steering Committee prior to August 24, 2017. Extensions are not granted for a period of more than three years, subject to review of the CCL™ Steering Committee. You must accumulate a total equal to 12 hours in continuing education each year for every year your filing date is extended.

### **Fees**

For each two-year period, there is a renewal fee of \$25 for an CBI member and \$50 for a prospective member. It must be paid when the renewal report form is submitted.

### **Loss of Certification**

The CCL™ Steering Committee has set the following policy to address the loss of certification due to failure to meet renewal requirements:

Community lenders who have not acquired sufficient CCL™ continuing education hours for renewal by the scheduled renewal date will be notified in writing that their certification is suspended and they are prohibited from using the CCL™ designation and will no longer be listed as a CCL™ in any publication until the lender:

1. Resubmits to the certification process and successfully meets the criteria for certification by application and examination; or
2. Accumulates the total equal to 12 hours in continuing education each year for every year since the original date of certification or the last renewal date, whichever is applicable.

### **To Renew**

- A minimum of 24 hours of continuing education/professional development in lending is required.
- All professional development listed must be performed since the original date of certification or the last renewal, whichever is more recent.
- All relevant information must be provided on the form and appropriate attachments included as requested. Incomplete applications may be returned for additional information.
- Seventy-five percent of all continuing education hours must be obtained through CBI. This may include all seminars, on-line training, and telephone/webcast seminars that pertain to lending and are sponsored by CBI.
- In the instance of on-line training, a copy of the certificate of completion will suffice for verification of participation. For telephone/webcast trainings, a letter from the bank's president or human resource officer is acceptable.
- Hours not obtained through CBI must be documented by the entity through which it was received.

**CCL™ Certification Renewal Form** \_\_\_\_\_

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Date of original certification Date of last renewal (if applicable)

\_\_\_\_\_  
Bank

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

If your name or affiliation is different from that at the time of certification or the last renewal, please indicate your address at the time of your last report.

\_\_\_\_\_  
Name Bank

\_\_\_\_\_  
Address

This form must be postmarked no later than August. All renewals are effective August 24, 2017.

Please enclose your renewal fee when you submit your renewal form. The fee is \$25 for CBI members and \$50 for prospective members. **All fees must accompany the renewal form.**

I certify that the attached information is complete and accurate to the best of my knowledge.

I understand that the CCL™ Steering Committee reserves the right to revise or update the renewal requirements and other material and that it is my responsibility to be aware of the CCL™ current requirements. I further understand that I am obligated to inform the CCL™ Steering Committee of changed circumstances that may affect my renewal application.

I understand and agree CCL™ certification does not constitute the CCL™ Steering Committee's warranty or guarantee of my fitness or competency to practice as a community lender. I authorize CCL™ Steering Committee to include my name on a list of certified individuals and agree to use the CCL™ designation and related CBI trade names, trademarks, and logos only as permitted by CCL™ policies. I further understand and agree that the CCL™ Steering Committee may also use anonymous and aggregate application and examination data for statistical and research purposes.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

**Educational Programs**

The following hour ratings codes are to be used for professional development:

Internet or telephone/webcast	1 1/2 hours per 2 hours of class time
Evening or half-day seminar	3 hours
Full-day seminar	6 hours
Two-day workshop	12 hours
Three-day institute	18 hours

\*If needed, you may add supplemental pages to this form.

\_\_\_\_\_  
Sponsor \_\_\_\_\_  
Number of hours

\_\_\_\_\_  
Title of Program

\_\_\_\_\_  
Location Date

\_\_\_\_\_  
Sponsor \_\_\_\_\_  
Number of hours

\_\_\_\_\_  
Title of Program

\_\_\_\_\_  
Location Date

\_\_\_\_\_  
Sponsor \_\_\_\_\_  
Number of hours

\_\_\_\_\_  
Title of Program

\_\_\_\_\_  
Location Date

\_\_\_\_\_  
Sponsor \_\_\_\_\_  
Number of hours

\_\_\_\_\_  
Title of Program

\_\_\_\_\_  
Location Date

**TOTAL HOURS** \_\_\_\_\_

**Submission**

CCL™ certification renewal applications should be mailed to the association office:

CCL™ Certificate Renewal  
Community Bankers of Iowa  
521 E. Locust Street Suite 202  
Des Moines, Iowa 50309