

General Credit Administration Program (CAP) Information

The Credit Administration Program is a college-level, continuing education program designed by the Education Department of the National Association of Credit Management and offered locally through NACM Affiliated Associations. The concept of the CAP program began in 1975, when it was field-tested for several years at the University of Hartford. It was designed to meet the needs of the working credit professional and offers a basic foundation in credit, accounting and financial analysis. CAP courses are offered through local NACM Affiliated Associations.

The National Education Department has applied to the American Council on Education for college-equivalency for each CAP course.

Three courses comprise the CAP Program:

1. Business Credit Principles
2. Basic Financial Accounting
3. Financial Statement Analysis I

CAP Course Standards and Requirements:

Each CAP course must be at least 30 hours in duration and include as a minimum a midterm and final exam. Participants must attend at least 80 percent of the course and achieve a minimum score of 70 percent to be eligible for a passing grade. Grades may be either numeric or pass/fail. Your CAP course sponsor (NACM Southwest) will provide you with a letter notifying you of your grade. Participants are also required to complete an evaluation of course at its conclusion. A complete list of required chapters for each text can be found on the CBA Designation Exam Study Guide.

All CAP classes will be held 9:00 a.m. at the NACM Southwest office at 751 Plaza Blvd., Coppell, TX 75019. Please call Caitlin Duree at (972) 518-0019 with any questions regarding the previous information.