

Part I: Applicant Information

Mr.		Ms.	
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Full Name (first, middle, last) Professional Designations

Title	Length of Time in This Position
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Company	Name of Parent Company
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Business Street Address (include floor, mail stop, etc. for shipping)

City	State/Province	Country	Zip/Postal Code
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Main/Central Business Telephone Number	Direct Business Phone Number
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Main/Central Business Fax Number	Direct Business Fax Number
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Business E-mail Address	Personal E-mail Address
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Applicant's Home Address

City	State/Province	Country	Zip/Postal Code
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Please send all correspondence relating to this application process to:			
Home Address Listed		Business Address Listed	

Part IA: Information About Your Employer/Business

Company's Primary Line of Business (please describe)
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Company's Standard Industrial Code (SIC)
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Total Number of Employees/Company-Wide	Number of Department Employees

Company's Total Annual Sales	International Percentage of Annual Sales

Number of Employees You Supervise/Manage

Name of Individual to Whom You Report	Title of this Individual

Company Name (if different)

Mailing Address

City	State/Province	Zip/Postal Code

I apply for admission to the Certified International Credit Executive (CICE) designation program. I include my \$250 USD non-refundable application fee and agree to abide by all of the requirements for this designation process. I understand that this designation is available to only senior level international credit and related trade services executives with a minimum of six years of experience at this level, and that I have met the requirements as set forth in these guidelines. I understand that ethical business conduct, now and in the future, is an absolute requirement for this designation.

Upon notification of the approval of my application and paper topic, I agree to submit, within six months, the original research paper. I agree that FCIB may publish this paper, unless otherwise requested in writing. Along with this application and the required fee, I also include my resume, curriculum vitae or summary of relevant international business or professional experience.

I have met all of the requirements for this designation as outlined in the CICE designation guidelines and, by my signature, agree to abide by such rules of ethical conduct as shall be established by FCIB. I agree to conduct myself in all business dealings so as to reflect honor and merit upon the financial and business profession. I understand and agree that any false statement or misrepresentation that I make in the course of these proceedings will result in the revocation of this application, full forfeiture of my application fee and prohibit me from participating in this professional designation program.

Finally, I understand that continuation of valid, current status of this designation will be predicated upon payment to FCIB of an annual fee of \$100 USD when due. If payment is not made when due, I understand that I will not be entitled to use this designation.

Signature of Applicant	
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Application Fee Payment Information:

Check Enclosed:	Yes	No	
Wire Transfer Completed:	Yes	No	
Charge the \$250 USD application fee to the following account: (please circle one)	VISA	MasterCard	Diners Club
	American Express	Discover Card	
Card Number			
Card ID Number / Expiration Date	/		
Cardholder's Signature			
Credit Card Billing Address (if different than listed herein)			

Part II: Education

A. **Undergraduate Education** – List any college and university degrees earned. If no degree was earned, list course work in the box designated "Course Work."

College/University Attended		City/Country/Phone
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Type of Degree	Major	Year Graduated
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College/University Attended		City/Country/Phone
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Type of Degree	Major	Year Graduated
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Course Work:

B. **Graduate School** – List any college and university degrees earned. If no degree was earned, list course work in the box designated “Course Work.”

College/University Attended	City/Country/Phone

Type of Degree	Major	Year Graduated

College/University Attended	City/Country/Phone

Type of Degree	Major	Year Graduated

Course Work:

C. **General Course Work and Continuing Education** – List any course work completed at any non-degree granting institutions relating to international business or finance. This could include, but is not limited to, seminars, self study or correspondence courses, internet courses, certificate courses (include a description of the certificate earned), conferences, workshops or continuing education.

Course/Seminar/Conference Title

Sponsor/Giver	Number of Hours of Instruction

Course/Seminar/Conference Title

Sponsor/Giver	Number of Hours of Instruction

Course/Seminar/Conference Title

Sponsor/Giver	Number of Hours of Instruction

Course/Seminar/Conference Title

Sponsor/Giver	Number of Hours of Instruction

D. **Teaching** – List any courses and/or seminars, workshops you have taught relating to subjects of interest to international credit and finance professionals. If teaching is your profession, please include this information in Part III.

Course Title	Sponsor/Giver	Location	Date

E. **Published Works** – List research article(s) published in the subject areas of interest to international credit and finance professionals. Please include a copy of the published article(s).

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F. **Speaking/Lecturing** – List opportunities you have had to be a panelist, speaker or lecturer at a conference, seminar or meeting where the subject focused on international business.

Program Sponsor	Session Title	Location	Date

Part III: Work Experience

A. **Employer Information** – The most important qualification for the CICE designation is appropriate work experience. The CICE designation is available to those with six or more years of senior level international credit and related trade services executive experience. This experience would typically include management-level responsibilities, such as budgeting, assessing work performance, responsibility for your department’s day-to-day activities and management reporting. Typically, experience would also include international business experience such as reviewing and settling the risk levels of international credit applicants, supervising, directing and affecting collections, working with letters of credit, drafts or other instruments common to international trade. List your employers for the last 10 years, working from the most recent position first. If self-employed, please indicate.

1. Employer	City/State

Province/Country	Title	Dates

2. Employer	City/State

Province/Country	Title	Dates

3. Employer	City/State

Province/Country	Title	Dates

4. Employer	City/State

Province/Country	Title	Dates

5. Employer	City/State

Province/Country	Title	Dates

B. **Experience Detail** – List the number of years of experience for each of the areas listed below. Please list the corresponding line numbers from Part A to indicate the name of the employer(s) where experience was gained.

	Employer Numbers	Total Years
Department Budgeting		
Management Reporting		
Supervision of Departmental Personnel		
Establishing International Credit Lines		
Establishing International Credit Policy		
International Collections		
International Trade Finance Techniques		
Working with Letters of Credit		
Monitoring/Auditing Off-site International Operations		
Supervising Decentralized Credit Functions		
International Credit Insurance		
International Cash Management		
International Legal		
Evaluating Country Credit Risk		
Managing Bank Relationships and Funds Transfer		
Directing Foreign Currency Exposure Management		
Participating in Accounts Receivable Information System (Computer) Implementation		

C. **Equivalencies** – Generally, there will be no substitutions for the required six years of experience. However, up to a maximum of two years of international related work experience may be replaced by a combination of:

1. Two years of teaching international business credit and trade services related courses at a recognized institution may be substituted for one year of international experience. A maximum of two years of international related work experience may be substituted in this manner.
2. Other professional designations sponsored by recognized and acceptable entities may be substituted for one year of international experience.
3. Other experiences and/or accomplishments if documented to the satisfaction of the Accreditation Committee.

Part IV: FCIB and Other International Finance or Credit Group Participation

Some organizations (FCIB among them) provide opportunities for in-depth learning about international business and, more specifically, international finance and credit. In this section, you should list your participation in sponsored activities.

- A. **International Business, Trade or Credit Group Membership** – Please list any international business, trade or credit groups with which you hold membership.

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- B. **International Business, Trade or Credit Group Leadership/Executive Service** – Please list your service with international business, trade or credit groups. This could include your membership or service as an officer in a trade group, committee or governing body overseeing such an organization.

Sponsor	Board/Committee/ Group Name	Position	Term Served

- C. **International Business, Trade or Credit Group Meetings** – List your attendance or participation in events which relate to international trade, finance or credit group meetings.

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Part V: Essay

- A. Please describe the skills and expertise that you feel qualify you for the CICE designation. Please be specific, but limit your description to 400 words or less.

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This form is to be completed and submitted with the CICE candidate application.

CICE Candidate Name

I propose to author a research paper in the following area of concentration:
(Please review the research paper requirements to select an appropriate area of concentration.)

I propose the following specific topic:

Understanding that I will probably not yet have chosen all of my sources, I believe that my paper will involve the use of the following research materials, empirical observations, books and articles:

With this paper, I hope to demonstrate, explain:

