

**RULES
OF
TENNESSEE COLLECTION SERVICES BOARD**

**CHAPTER 0320-01
LICENSING**

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0320-01-.01 QUALIFICATIONS OF APPLICANTS.

- (1) Upon receipt of a completed application for a location manager license for a collection service, the Collection Service Board (or its designees) shall commence an investigation to determine the applicant's fitness to engage in the management of a collection service. Such investigation shall include, but not be limited to:
 - (a) Verification of applicant's education;
 - (b) Evaluation of applicant's employment history;
 - (c) Evaluation of applicant's financial responsibilities with verification through a credit bureau report;
 - (d) Contact with former employees;
 - (e) Contact with character references.
- (2) Upon receipt of a completed application for a license as a collection service, the Collection Service Board (or its designees) shall commence an investigation to determine the applicant's fitness to engage in the collection service business. Such investigation shall include, but not be limited to:
 - (a) Verification of the applicant's financial statement;
 - (b) Evaluation of the applicant's financial responsibility with verification through a credit bureau report;
 - (c) Assessment of the applicant's business background and experience;
 - (d) Contact with character references

Authority: T.C.A. §§ 62-20-104 (g), 62-20-107, 62-20-108 and 4-5-217. **Administrative History:** (For history prior to March, 1986, see page 16.) New rule filed February 21, 1986; effective March 23, 1986. Amendment filed January 23, 1990; effective March 9, 1990.

0320-01-.02 EXAMINATIONS.

- (1) Upon being approved by the Collection Service Board, the candidate shall apply to the approved, independent educational testing organization, on the form supplied by the testing organization, accompanied by the testing fee as set by the board, pursuant to its contract with the testing organization, to take the location manager licensing examination.
- (2) The examination for prospective managers of collection service businesses shall cover the following subjects:

(Rule 0320-01-.02, continued)

- (a) State and federal statutes, rules, and regulations governing the conduct of a collection service business;
 - (b) Collection ethics and practices;
 - (c) Banking;
 - (d) Administrative and Managerial skills;
 - (e) Business law; and
 - (f) Bankruptcy Law.
- (3) The completed application for a location manager's license and the one hundred dollars (\$100.00), non-refundable application fee must be filed in the Collection Service Board office ninety (90) days prior to applicant being scheduled to take the location manager's examination.
- (4) The location manager's license examination shall be administered three (3) times annually, approximately every one hundred twenty (120) days.
- (5) Candidates for the location manager's license wishing to retake the exam after failing must apply to the Board thirty (30) days prior to the exam.

Authority: T.C.A. §§ 62-20-104, 62-20-104(g), 62-20-108 and 4-5-217. **Administrative History:** (For history prior to March, 1986, see page 16) New rule filed February 21, 1986; effective March 28, 1986. Amendment filed January 23, 1990; effective March 9, 1990. Emergency rule filed September 23, 2011; effective through March 21, 2012.

0320-01-.03 FEES.

- (1) An application for a collection license as a collection service shall be accompanied by a non-refundable fee of one hundred fifty dollars (\$150.00).
- (2) An application for a location manager's license shall be accompanied by a non-refundable fee of one hundred dollars (\$100.00).
- (3) In case of failure, the failing location manager licensing examination candidate shall pay a reexamination fee as set by the board, pursuant to its contract with the testing organization.
- (4) The Board shall grant a collection service license to qualified applicants upon receipt of six hundreds dollars (\$600.00), which shall not be prorated for any portion of a year.
- (5) Solicitor's identification cards shall be obtainable by written application of the licensee, accompanied by an annual fee of twenty-five dollars (\$25.00) each.
- (6) Application for renewal of a collection service license shall be accompanied by a fee of three hundred and fifty dollars (\$350.00).
- (7) (a) The fee for each branch office located in this state shall be one hundred (\$100.00).
(b) The renewal fee for each branch office located in this state shall be one hundred dollars (\$100.00).
- (8) Application for renewal of a location manager license shall be accompanied by a fee of fifty dollars (\$50.00).

(Rule 0320-01-.03, continued)

- (9) All licensees shall be subject to late renewal for a period of sixty (60) days following their expiration date by payment of the prescribed fee plus a penalty of one hundred dollars (\$100.00).

Authority: T.C.A. §§ 62-20-104, 62-20-106, 62-20-108, 62-20-109, 62-20-111 and 62-20-112; Public Acts of 1989, Chapter 523 §§ 166 through 173 and Public Acts of 1990, Chapter 1026, § 10.

Administrative History: Original rule filed July 14, 1989; effective August 28, 1989. Amendment filed November 9, 1990; effective December 24, 1990. Emergency rule filed September 23, 2011; effective through March 21, 2012.