


APPLICATION FOR CONTINUING EDUCATION UNITS (CEUs)



SCCE's Internal Investigations Workshop January 22-24, 2020, San Francisco, California

Please leave this application with staff at the Registration Desk or
email: ccb@compliancecertification.org | phone: 952.933.4977 | fax: 952.988.0146

This form must be completed and submitted to receive a certificate of attendance and/or continuing education credit. Check the box(es) below corresponding to the credit type(s) you wish to receive.

<input type="checkbox"/>  CHC, CHRC, CHPC, CHC-F, CCEP, CCEP-I, CCEP-F <i>(This CEU type is automatically assessed)</i>	<input type="checkbox"/> FOR ATTORNEYS ONLY: Continuing Legal Education (CLE) Submit this application <u>within seven days</u> to allow for state reporting, if required.
<input type="checkbox"/> Other Credit type not already listed. _____	Individuals MUST sign in/sign out* if required by their state. Verify your CLE requirements with your state.
<input type="checkbox"/> NASBA/CPE Individuals MUST also sign in/sign out* per NASBA credit requirements.	State & License # _____ State & License # _____ State & License # _____

***Sign in/sign out sheets available outside meeting rooms.**

CCB credit and certificate will be posted and available online in your account within two-four weeks.

CLE, NASBA, and Other external credit certificates will be emailed within four weeks.

★ **By signing below, I attest that I HAVE ATTENDED THE SESSION(S) I indicated on this application:**

Name (PRINT legibly): _____ Phone: _____

Email Certificate to: _____

Signature: _____ Date: _____

CONTINUED NEXT PAGE →

APPLICATION FOR CONTINUING EDUCATION UNITS (CEUs)

- ★ **ATTENDEES** must indicate "*Attendee*" for attendance below – **ONLY check sessions attended!**
- ★ **SPEAKERS** must indicate "*Speaker*" for sessions presented and "*Attendee*" for sessions attended.
- ★ **NOTE** any session time missed if arrived late or left early, excluding restroom breaks.

Wednesday, January 22

- | | | |
|-----------------------------------|----------------------------------|---|
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | 8:45 – 9:30 am (.75 clock hours or 45 minutes)
Introductory Concepts for Investigations |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | 9:30 – 10:30 am (1.0 clock hour or 60 minutes)
Understanding and Assessing the Report |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | 10:45 – 11:45 am (1.0 clock hour or 60 minutes)
Planning the Investigation |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | 11:45 am – 12:30 pm (.75 clock hours or 45 minutes)
Gathering Documentary Evidence |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | 1:30 – 3:00 pm (1.5 clock hours or 90 minutes)
Conducting Interviews |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | 3:15 – 4:00 pm (.75 clock hours or 45 minutes)
Interviewing the Subject of the Investigation |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | 4:00 – 5:00 pm (1.0 clock hour or 60 minutes)
Exercise: A Day in the Life of an Internal Investigator |

Thursday, January 23

- | | | |
|-----------------------------------|----------------------------------|--|
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | 8:30 – 9:00 am (.5 clock hours or 30 minutes)
Investigations Roundtable |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | 9:00 – 10:00 am (1.0 clock hour or 60 minutes)
Evidence and the Legal Elements of an Investigation |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | 10:15 – 11:15 am (1.0 clock hour or 60 minutes)
Investigation Pitfalls and How to Avoid Them |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | 11:15 am – 12:15 pm (1.0 clock hour or 60 minutes)
Reaching a Conclusion |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | 1:15 – 2:15 pm (1.0 clock hour or 60 minutes)
Preparing the Investigation Report |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | 2:15 – 3:00 pm (.75 clock hours or 45 minutes)
Reporting Your Findings |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | 3:15 – 4:00 pm (.75 clock hours or 45 minutes)
What Should You Do? |

Friday, January 24

- | | | |
|-----------------------------------|----------------------------------|--|
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | 8:30 – 9:00 am (.5 clock hours or 30 minutes)
Documentation Issues |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | 9:00 – 10:00 am (1.0 clock hour or 60 minutes)
Use of Third-Party Assistance in Investigations |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | 10:15 – 11:00 am (.75 clock hours or 45 minutes)
Implicit Bias and the Investigation |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | 11:00 am – 12:00 pm (1.0 clock hour or 60 minutes)
Common Investigation Issues |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | 1:00 – 3:00 pm (2.0 clock hours or 120 minutes)
After the Investigation |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | 3:15 – 4:15 pm (1.0 clock hour or 60 minutes)
Lessons Learned |

Print Name: _____