BASIC COMPLIANCE & ETHICS
ACADEMY

TAKE THE NEXT STEP: ELEVATE YOUR KNOWLEDGE

22–25 May 2023
Amsterdam, Netherlands

CCB COMPLIANCE CERTIFICATION BOARD

Become certified

Our Academies provide you with the continuing education units (CEUs) needed to sit for the optional Certified Compliance & Ethics Professional—International (CCEP-I)® certification exam offered on the last day.

Register
corporatecompliance.org/2023amsterdamacademy

SCCE®
Society of Corporate Compliance and Ethics

About our Academies

Learn to effectively manage a compliance and ethics programme and mitigate risk at your global organisation. Join the 8,500+ professionals who have turned to SCCE's Basic Compliance & Ethics Academies for in-depth education.

Who should attend?

Our Academies are ideal for professionals with some compliance knowledge and experience who are ready to support, enhance, and manage a comprehensive compliance programme. This includes:

- Compliance officers

- Compliance and risk program managers

- Audit managers

- Data privacy specialists

- Compliance lawyers

Why should you attend?

You'll gain an in-depth education designed to help you kick-start your compliance programme.

- Gain core compliance and ethics knowledge

- Learn from faculty hand-selected for their expertise

- Network with other compliance professionals

- Earn live continuing education units (CEUs)

- Take the optional Certified Compliance & Ethics Professional—International (CCEP-I)® exam

Participation is limited, ensuring personal interaction with our expert faculty and peers.

Course materials and takeaways

All attendees receive:

- All course materials (a binder will be provided on the first day of the Academy)

- A one-year online subscription to *The Complete Compliance and Ethics Manual 2023*

*Products given away are subject to change.

CCEP-I Exam Offered

Certification matters. It can enhance your career and give you credibility with your organisation and peers. Immediately following each Academy, we offer an optional CCEP-I exam. A separate application and fee submitted directly to the Compliance Certification Board (CCB)® is required.

Please note: Although the Academies can provide the CEUs you need to qualify, they are not a preparation class for the exam itself.

SCCE's mission

SCCE exists to champion ethical practices and compliance standards in all organisations and to provide the necessary resources for compliance professionals and others who share these principles.

Our faculty

Marjorie W. Doyle, JD, CCEP-F, CCEP-I, Marjorie Doyle & Associates, LLC

Jeffrey Driver, JD, CHC, CHRC, CCEP-I, Principal & Chief Consultant, Soteria Risk Works, LLC

Odell Guyton, CCEP, CCEP-I, Co-Founder SCCE, Managing Director, Klink & Co., Inc., SCCE & HCCA Board Member

Louis Perold, CCEP, CCEP-I, Global Compliance Manager, Jabil Circuit, Inc., SCCE & HCCA Non-Officer of the Executive Committee

Greg A. Triguba, CCEP, CCEP-I, JD, Principal, Compliance Integrity Solutions, SCCE & HCCA Board Member

Debbie Troklus, CCEP-F, CCEP-I, CHC-F, CHRC, CHPC, President, Troklus Compliance Consulting, SCCE & HCCA Board Member

Sheryl Vacca, CHC-F, CHPC, CHRC, CCEP-I, CCEP-F, Chief Risk Officer, Providence St Joseph Health, SCCE & HCCA Board Member

Art Weiss, JD, CCEP-F, CCEP-I, Principal, Strategic Compliance & Ethics Advisors, Immediate Past Board President SCCE & HCCA

Faculty subject to change.

Debbie Troklus, Chair of the Compliance Certification Board (CCB)® on getting certified

"As our profession has grown, so has the need for professional certifications and education that focus on a variety of compliance industries such as general healthcare, privacy, research, and corporate compliance, as well as international. We see individuals not only seeking education or certification in one area, but in many and have in response to this expanded and increased our educational offerings for Academies, and for those who qualify, given the option to sit for a certification exam at the end of the Academy.

"I always had high hopes for these certifications, but the numbers of certified individuals and organizations recognizing these certifications far outweigh my expectations. The CCB certifications have really become the gold standard. With more than 11,300 individuals actively holding a CCB credential(s), the increase in organizations preferring individuals hold a CCB credential for hiring and the more than $4,000,000 invested in the development of the Compliance Certification Board credentials, the numbers go to prove that there is now a compliance profession established. We don't get asked, 'What is compliance?' anymore, everyone knows."

CCEP-I™

CCB✓® COMPLIANCE CERTIFICATION BOARD

CCEP-I™ **CERTIFIED**

Curriculum

Monday

08:00–09:00	**Registration and Welcome Coffee** *(provided)*
09:00–09:15	**Welcome and Introduction**
09:15–10:30	**Introduction to Compliance** • High level overview of the seven elements of a compliance programme • Practice and problems for the compliance professional • Highlight of areas of key importance to compliance programme
10:30–10:45	**Break**
10:45–12:30	**Organisational Ethics** • What it is • Legal and business value • Practice steps to create and maintain
12:30 – 13:30	**Lunch** *(provided)*
13:30–15:15	**Education and Training** • The need for compliance and ethics training • The difference between training and education • Different types and methods of training; targeted training • Demonstrating training effectiveness
15:15–15:30	**Break**
15:30–17:15	**Compliance Infrastructure** • An understanding of what is included in the CP infrastructure • Positions vital to the CP's infrastructure • Staffing and reporting structures

Tuesday

08:30–09:00	**Welcome Coffee** *(provided)*
09:00–10:45	**Creating and Reviewing Compliance Policies and Procedures** • Definitions of standards of conduct, policies, procedures, guidelines • Elements of policies and procedures • Ownership and reviewing policies and procedures
10:45–11:00	**Break**
11:00–12:45	**Compliance and Ethics Risk Assessment** • Define compliance risk and how to assist with role clarity • Discuss the rationale and key cultural and management variables important to conducting a risk assessment • Identify common methodologies and process for conducting a risk assessment
12:45–13:45	**Lunch** *(provided)*
13:45–14:00	**Test Question and Answer**
14:00–15:15	**Discipline and Programme Improvement** • Importance of discipline • Responsibilities in discipline process • Elements of programme improvement
15:15–15:30	**Break**
15:30– 17:15	**Investigations** • Understand the investigations management process • Learn important investigation techniques • Know the key steps of every workplace investigation
17:15– 18:15	**Networking Reception**

Wednesday

08:30–09:00	Welcome Coffee *(provided)*

09:00–10:45 Auditing and Monitoring
- Role of auditing and monitoring in the compliance programme
- Development of monitoring/auditing plans for effective assurance
- The future of compliance programme auditing and monitoring

10:45–11:00 Break

11:00–12:45 Privacy
- Overview of key privacy laws and regulations that could impact a US or global organization
- Basic high-level introduction to law and regulations in all segments of industry
- Laws and regulations from both the private and governmental industry segments
- Law and regulations for activities in the US, Europe, Asia, and other areas of the world

12:45–13:45 Lunch *(provided)*

13:45–15:00 Obtaining Buy-in and Commitment
- Understanding management/leadership styles
- Developing methods to help in getting the buy-in that is needed for an effective compliance programme

15:00–15:15 Break

15:15–17:00 E&C Programmes: Effectiveness and Evaluation
- Overview of essential components of E&C program effectiveness to include core elements of program design, implementation, and effective management, among other key areas
- Explore effectiveness considerations across program elements to include value proposition, organization impact, global standards, stakeholder expectations, and best practices
- Consider methods, tools, and resources for evaluation effectiveness, and suggested steps for managing program risks and taking your program to the next level

Thursday

08:30–09:00 Welcome Coffee *(provided)*

09:00–10:00 Using Incentives in the Compliance Programme
- Explore the different ways to use incentives, including personnel evaluations, rewards and awards, and giving compliance a role in promotion decisions
- Understanding importance of company incentive programmes in general and why the compliance officer needs a seat at the table when any corporate incentive system is being developed
- Understanding the difficult question "Should those who report fellow employees get rewards for doing so?"

10:00–10:15 Break

10:15–11:30 Conflicts of Interest
- Conflicts of interest are some of the most common and challenging issues for compliance and ethics programmes
- This session is designed to assist compliance professionals in understanding ethical and organization risks that result from conflicts of interest
- This session will review the many kinds of conflicts of interest and how they occur, case studies, and best practices

11:30–11:45 Break

11:45–13:15 Anti-Corruption and Bribery
- Global law enforcement efforts
- Practical hands-on approach
- Effective compliance remediation approaches

13:15–14:15 Lunch *(provided)*

14:15–14:45 Exam Check-In Time *(optional)*

14:45–18:15 Exam Time – Certified Compliance & Ethics Professional-International (CCEP-I)® Exam *(optional)*

The exam is optional. You must apply and be approved to sit for the CCEP-I exam by CCB, separately from your academy registration. To apply visit our online store at my.corporatecompliance.org. Academy and certification exams offered are only in English at this time.

PLEASE NOTE: If you are not present at the specified "Exam Time" as listed above, and as determined by the exam proctor, you will not be allowed to sit for the exam. Actual exam duration is 150 minutes per the Candidate Handbook. Time range above includes mandatory exam procedures and proctor instructions.

Basic Compliance & Ethics Academy

⊛ SCCE®

SECTION 1 — Attendee Information

○ Mr ○ Mrs ○ Ms ○ Dr ○ Other _____   Member/Account ID (if known/applicable) _____

First Name _____   MI _____   Last Name _____

Credentials (CHC, CCEP, etc.) _____   Job Title _____

Organization (name of employer) _____

Street Address _____   City/Town _____

State/Province _____   Zip/Postal Code _____   Country _____

Work Phone _____   Email (required) _____

SECTION 2 — Registration

Basic Compliance & Ethics Academies

For additional international locations, visit corporatecompliance.org/academies

☐ 22–25 May 2023 • Amsterdam, Netherlands

SCCE Membership: By selecting the Registration + First-Time Membership Offer, you agree to the full membership Terms and Conditions, including the use of your information, viewable at corporatecompliance.org/membership/tandc. To see the full use of your information or if you wish to opt-out, visit corporatecompliance.org/privacy.

Opt-Out: Select if you would like to opt-out of the following:

☐ Online Member Directory: SCCE's member directory lists first and last name, organization, title, address, and phone number.

Dietary Needs Request (for in-person attendees only)

☐ Gluten Free ☐ Kosher Certified ☐ Lactose Intolerant ☐ No Red Meat/Pork ☐ Nut Allergy
☐ Shellfish/Seafood Allergy ☐ Vegan ☐ Vegetarian Other _____

On-Site Cell Phone (for emergency on-site use only) _____

Options

☐	SCCE Member Rate*	$2750 USD +VAT
☐	Non-Member Rate*	$3250 USD +VAT

*Online registration fee and VAT will be charged together as one charge.

Sub Total $ _____

ADD 21% VAT $ _____

Add SCCE Membership

☐	First Time SCCE Membership**	$225
☐	Renew Your Current or Expired SCCE Membership***	$325

**Add SCCE Membership now and get the member rate for the conference.
***First time membership rate is available to first time members only and renews at $325.

Group Discount

☐	Group Discount for 3 or More****	($200)
☐	Group Discount for 10 or More****	($400)

****Subtract the discount amount from your registration price. See "Group Discount Policy" under "Acknowledgments" below for more details.

TOTAL $ _____

SECTION 3 — Payment

Online registration with credit card payment at corporatecompliance.org/2023amsterdamacademy

Mail a check to SCCE, 6462 City West Parkway, Eden Prairie, MN 55344 USA (contact SCCE for applicable tax and total)

To register with a check, wire transfer, or purchase order, or to pay with a credit card over the phone, please contact SCCE for an invoice with applicable taxes. Registration is not complete until full payment is received. Payments received with incorrect amounts will be returned. Due to PCI compliance, do not provide credit card information via email.

Email helpteam@corporatecompliance.org or call SCCE at +1 952.933.4977 or 888.277.4977.

☐ Invoice me   Purchase Order Number (attach PO) _____

☐ Wire transfer requested

SECTION 4 — Acknowledgements

By submitting this registration, you agree to the full event Terms and Conditions, viewable at corporatecompliance.org/conference/tandc, including the use of your information that may be shared with conference exhibitors, attendees, speakers, affiliates, and partners for promotional and/or networking purposes. To see the full use of your information or if you wish to opt-out, visit corporatecompliance.org/privacy.

By registering for this event, you also agree that you have read and agree to the Personal Accountability Commitment, the Assumption of Risk, and the Liability Waiver and Release viewable at corporatecompliance.org/conference/tandc.

Registration Payment Terms: Tax may apply. Your registration is not complete until the full registration payment is received. Access to the event will not be allowed until all fees have been paid. SCCE reserves the right to cancel your registration if we do not receive payment by the start date of the event.

Cancellation Fee: A $250 fee will be charged for any registration changed within 14 days of the start of an Academy.

Group Discount Policy: Registration for group discounts should be submitted online in one transaction. Note that discounts will not be applied retroactively if more registrants are added at a later date, but new registrants will receive the group discount. If submitting via email or mail, registration forms (one for each participant) must be sent together to ensure the discount is applied.

New Members: By selecting the Registration + First-Time Membership Offer, you agree to the full membership Terms and Conditions, including the use of your information, viewable at corporatecompliance.org/membership/tandc.

Photo/Video Release: By registering for this event, you grant SCCE, or anyone authorized by SCCE, the right to use or publish in print or electronic format, any photographs or video containing your image or likeness for educational, news, or promotional purposes, without compensation.

Basic Compliance & Ethics Academy

Hotel and Academy Location

The Basic Compliance & Ethics Academy and optional CCEP-I exam are held at the location listed below. The cost of hotel accommodations are not included in your conferece registration fee. The hotel room rate listed for the Academy is good until the cutoff date indicated or until the room block is full, whichever comes first. Reservations received after the cutoff date or after the room block is full will be accepted based on space and rate availability. Please note that parking and internet service charges are set by the hotel and may be subject to change.

PLEASE NOTE: Neither SCCE nor any hotel it is affiliated with will ever contact you to make a hotel reservation. If you receive a call soliciting reservations on behalf of SCCE or the event, it is likely from a room poacher and may be fraudulent. We recommend you make reservations directly with the hotel using the phone number. If you have concerns or questions, please contact +1 952.933.4977 or 888.277.4977.

22–25 May 2023 • Amsterdam, Netherlands

Hilton Amsterdam
1077 BG Amsterdam, Noord-Holland, Netherlands

Go to the group reservation website to make hotel reservations online. The group rate is €339.00 per night for a Deluxe room rate and inclusive of the breakfast buffet; rates quoted are for single occupancy. Double occupancy breakfast supplement is €20.00 per night. The room rate is subject to a 7% city tax per room per night, plus an additional tourism tax of €3.00 per person per night.

The cutoff date to receive the group rates is **5 May 2023**, or once the group block is full, which may be prior to this date. All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card. Cancellation available free of charge until 8 days prior to arrival date. Cancellation less than 8 days prior to arrival date will result in a cancellation fee equal to the total reservation cost. Each individual credit card provided upon making the reservation will be charged 8 days prior to arrival with the full required prepayment amount.In case of no-show, late cancellation or early departure, the hotel has the right to charge the cost of the total reservation value.

Frequently Asked Questions

Where will my Academy take place?
Please see the hotel location above.

What is included in the cost of my attendance?
Access to the sessions, supplemental conference materials, and networking opportunities. You will also enjoy complimentary continental breakfasts, lunches, and snacks with the other attendees.

As an attendee you will also receive a 1-year online subscription to *The Complete Compliance & Ethics Manual* via COSMOS®, available for access on the first day of the Academy.

What COVID-19 safety precautions will be implemented?
SCCE considers the health and safety of all those at in-person programs a top priority. Although participants should recognize that there is risk involved in attending, SCCE will follow the safety recommendations/guidelines provided by the CDC and other state and local government agencies in place at the time of the event. Additionally, SCCE will follow the venue requirements and work with the venue to provide a safe and enjoyable environment for all participants.

Can I see what sessions will be presented before I arrive on-site?
Yes, program information is posted on the conference website.

Will I receive a recording of this conference?
No. Registered attendees must participate in this event in real time as recordings are not available for any missed sessions. No audio or video recording by attendees is allowed.

Is there a group discount, and if so, what is it?
Yes, we offer discounts for groups of three or more from the same organization for all our live in-person and virtual events (excluding webinars).

Registration for group discounts should be submitted online in one transaction. Note that discounts will not be applied retroactively if more registrants are added at a later date, but new registrants will receive the group discount. If submitting via email or mail, registration forms (one for each participant) must be sent together to ensure the discount is applied.

For groups of 20 or more, please call +1 952.933.4977 or 888.277.4977 or email helpteam@corporatecompliance.org.

What do I get with "Registration + First Time Membership?"
If you've never been an SCCE member, you can register as a First-Time Member. This gives you SCCE membership at a discounted rate for your first year. You also receive the member rate for the conference. As a member you receive all SCCE member benefits (discounts, *Compliance & Ethics Professional® (CEP)* monthly magazine, *Ethikos®* digital quarterly newsletter, member-exclusive webinars, and more). A full list of benefits can be viewed at corporatecompliance.org/membership. Your membership will begin once payment is received.

How do I use the credit on my account for this event?
You can complete the registration online and select the "Invoice Me" payment option at checkout. Once you receive your confirmation, email helpteam@corporatecompliance.org or call +1 952.933.4977 or 888.277.4977 to request your credit be applied toward the registration fee.

Can I get the member rate if I am an SCCE member instead of HCCA or vice versa?
Yes. As a member of SCCE or HCCA, you can receive the membership discount for both organizations' events, but this cannot be done online. Please send your registration form via email to helpteam@corporatecompliance.org to complete your registration.

How can I cancel my registration?
If you need to cancel your participation (or send a substitute), your request must be submitted by email to helpteam@corporatecompliance.org. A conference credit will be issued for all registration fees paid (minus a $250 cancellation fee if cancelled within 7 days of the start of the Academy) and will expire 12 months from the date of the original canceled event. Conference credits will not be issued if you do not attend the event and have not requested cancellation prior to the event start date. If sending a substitute, an additional fee may apply depending upon the membership status of the substitute.

Who can I notify of special needs or concerns prior to the conference?
Please call SCCE at +1 952.933.4977 or 888.277.4977 or email helpteam@corporatecompliance.org if you have a special need and/or require accommodation to participate.

Continuing Education

Can I earn continuing education units (CEUs) for attending this Academy?
Yes. This Academy offers live Compliance Certification Board (CCB)® continuing education units (CEUs) for participation as well as other external credit types.

To see the most up-to-date CEU approval information, go to SCCE's website, corporatecompliance.org/conferences/academies. Select your Academy and choose the Continuing Education option on the left-hand menu.

How many CEUs will I earn from attending?
CEUs are assessed based on actual attendance and credit type requested. Should the overall number of education hours you attend or that the Academy offers decrease or increase, the maximum number of CEUs available will be changed accordingly.

How do I request CEUs following this Academy?
Following the Academy, you will receive an email with a link and instructions on how to submit your earned continuing education. You must complete this form in order to receive CEUs. Only registered attendees are eligible to request CEUs for participation.

When will I receive my CEU certificate for participation?
Once your completed Application for Continuing Education Units (CEUs) has been received by our staff, your CEU account will be updated within 2–4 weeks. To view your CCB CEUs and access your certificate, you can log in to your corporatecompliance.org account, go to your Account Dashboard, and scroll down to View My CEUs.

I would like to sit for one of the Compliance Certification Board (CCB)® exams following this Academy; will I qualify?
While this Academy, if attended in full, can provide you with all of the CEUs you need to meet the continuing education requirement, you will need to also review the applicable Candidate Handbook found at corporatecompliance.org/candidate-handbooks to ensure you meet the work experience requirement.

I have reviewed the Candidate Handbook and want to apply for the exam as soon as the Academy concludes; what's next?
If you want to sit for the exam offered on the last day of the Academy and have reviewed your Candidate Handbook, you can apply online for your exam at my.corporatecompliance.org. You must be registered for the Academy first before you can apply to sit for the exam offered on-site.

I would like to sit for the exam, but not onsite at the Academy. Can I take my exam remotely at another time?
Yes, CCB offers the flexibility for candidates to take their exam remotely, at a local testing site, or following certain SCCE conferences. To learn more about our various testing options, visit SCCE's website, corporatecompliance.org/exam-information.

I have more questions about exams and seeking certification; who can help me?
For more questions about CCB certifications, call to speak to a Certification Specialist at +1 952.933.4977 or 888.277.4977 or email ccb@compliancecertification.org.

Questions? Call +1 952.933.4977 or 888.277.4977 or email helpteam@corporatecompliance.org