Seeking CHC-Fellow or CCEP-Fellow status

Do you want to demonstrate your experience, wisdom, and investment in the Compliance field and be seen as a leader in the profession? Have you held your CCB certification and been a member of SCCE or HCCA for a minimum of three years? If so, you may want to look into CCB’s advanced professional compliance certifications.

The Certified in Healthcare Compliance-Fellow (CHC-F) and the Certified Compliance & Ethics Professional-Fellow (CCEP-F) allow you to build on your basic compliance certification and demonstrate your advanced knowledge in the profession, as well as help you distinguish yourself from your peers.

How to Apply for Fellowship

Applying for a CCB advanced certification is a multi-step process. It is designed to help you demonstrate an advanced level of knowledge and commitment to the Compliance and Ethics profession as you complete the process. Below we have listed many of the steps toward earning these advanced credentials. For a complete list of requirements, please speak to a certification specialist to ensure you are aware of, and can meet, all requirements to sit for the exam.

Step 1. Ensure your eligibility to take the exam. Requirements include, but are not limited to:

- Actively hold a CCB certification for a period of at least three years (can be non-consecutive years).
- Have a minimum of 40 CCB CEUs on file earned within the prior two years, with a minimum of 20 of these CEUs being earned in the 12 months preceding the application date.
- Maintain a current SCCE/HCCA membership and have at least three years documented as being a member of either organization (can be non-consecutive years).

- Provide documentation of a minimum of five years of experience in the Compliance profession.
- The Compliance Certification Board will review and discuss your submitted project and presentation, and you will receive a decision as to your fellowship status.
- Hold a bachelor’s degree or higher. This information must be verified by certified transcript.

Step 2. Once you have submitted the “Application for Fellowship Status” and been deemed eligible by the Compliance Certification Board, you will have three years to complete the following requirements:

- Complete and pass the fellowship examination.
- Submit your fellowship project (see your handbook for details) to the Compliance Certification Board for review and approval no later than one year prior to the end of your three-year deadline.

Step 3. Once your proposed project has been approved by the Compliance Certification Board and you have completed the project, you will present the project and your findings to CCB.

Step 4. The Compliance Certification Board will vote, and you will receive a decision as to your fellowship status.

If you think CCB’s advanced compliance certification is right for you, please visit the CCB website, www.compliancecertification.org, or contact CCB@compliancecertification.org to learn more.
Reminders for the Actively Certified

All 40 CCB CEUs earned for renewal of a CCB certification must have been earned within the 24-month renewal period. A certification holder’s renewal period is two years from the month the individual originally passes their CCB exam. Also, CEUs earned within a certification period stay in that certification period, even when in excess of the 40 required to renew CCB’s five basic certification (CHC, CHRC, CHPC, CCEP, CCEP-I).

For a “How to” on submitting CEUs from outside events or trainings, see Page 3 of this newsletter.

CCB performing job analysis on CHC certification

The Compliance Certification Board (CCB)* is conducting a job analysis in 2016 to collect current job-related information from active Certified in Healthcare Compliance (CHC)* credential holders.

You may be wondering, what is a job analysis, and why is it important to perform one? A job analysis for the CHC is comprised of three major components: 1) A list of tasks/job duties created by an Advisory Committee of experts (a.k.a. the Detailed Content Outline); 2) A survey conducted on a representative sample of healthcare compliance practitioners; and 3) A review and analysis of results to ensure the exam is adequately testing the right tasks for the profession, and at the right cognitive level. Ensuring the quality and accuracy of the content of our exams is of high importance to CCB. With the experience and assistance of our certified individuals, CCB can continue to establish and maintain an exam that is relevant to those in the Compliance field.

If you hold the CHC certification, keep an eye out for your survey in Spring 2017!

Certification Fun facts

- The Compliance Certification Board (CCB)* staff reviews over 1,000 Individual Accreditation applications each month!
- CCB’s processes 500+ Program Accreditation applications annually for organizations that are offering compliance education. CCB review and pre-approval of a compliance-related program guarantees CCB CEUs will be given for the approved sessions prior to the event and allows for instant credit addition into SCCE/HCCA accounts using the sponsor-given CCB certificates.
- The amount of actively held Certified Compliance & Ethics Professionals – International (CCEP-I)* certifications has increased by 35% in the last year alone.
How to: Submit CEUs from outside events and organizations

Some of the screenshots below show SCCE’s website. HCCA’s website will function in the same way.

1. Go to www.compliancecertification.org → My CEU Account
   Click on the certification that you hold. You will be redirected to either the HCCA or SCCE website depending on the certification you hold.

2. Login to your HCCA or SCCE free account
   Any individual who has previously participated in an HCCA or SCCE activity has a free, password-protected account already set up.

3. Click on “Add CEUs” in the Certification section of the My Account page
   You will be automatically directed to the “My Account” page once you have logged in. This area is specific to you and includes certifications you hold, events you have registered for, and other transactions.

4. Click on the “Submit an Individual Accreditation application (from an outside organization)” link
   You must submit CEUs earned from outside events and organizations (that weren’t pre-approved by CCB) via the Individual Accreditation application.

Pre-approved events can be submitted via the link following the Individual Accreditation application.

5. Complete and submit the online Individual Accreditation application
   Select the activity type, enter the event details, and attach documentation from the activity, like the agenda and slides. This information helps the CCB certification specialist evaluate and make a determination on CEUs awarded. CCB will only approve outside credit submissions up to the 40 CEUs required for certification renewal.

Note: Submissions can take up to six weeks to be reviewed. During this time, these CEUs will be noted as “Pending” in your online account.

www.compliancecertification.org 3
Look inside for:

- How to apply for Fellowship status and demonstrate your advanced compliance knowledge
- Updates to the CHC certification and the CHC job analysis survey
- Information on submitting CEUs from outside events and organizations

CCB is updating its certification website

The updated website will make it easier to find the information you need on your certification, including how to earn CEUs.

And coming soon, you’ll find video tutorials answering your important certification questions!

www.compliancecertification.org