

CCB Review

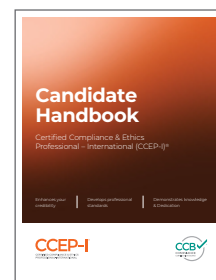
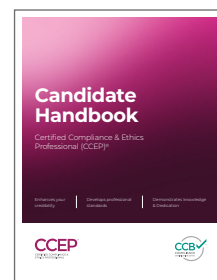
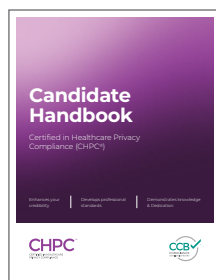
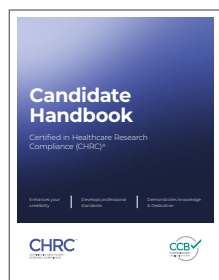
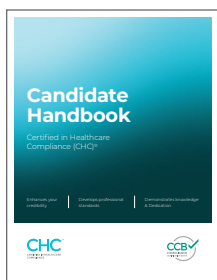


A Newsletter For Certified Compliance Professionals | April 2022

CCEP® **CCEP-F**® **CCEP-I**® **CHC**™ **CHC-F**™ **CHPC**™ **CHRC**™

Updated handbooks

These CCB Candidate Handbooks are your primary source of information for CCB certifications and provide you with everything that you need to know to maintain your credential. We encourage all active certificants to review your handbook at least annually to ensure you are aware of and informed of all current renewal policies and procedures.



CCB performing Job Analyses on CCEP and CHC Certifications

To ensure that the CCEP and CHC examinations continue to reflect the current compliance practice, the Compliance Certification Board (CCB)® is conducting job analyses to collect current job-related information from all active CHC and CCEP certificants.

A job analysis for our certifications is comprised of three major components:

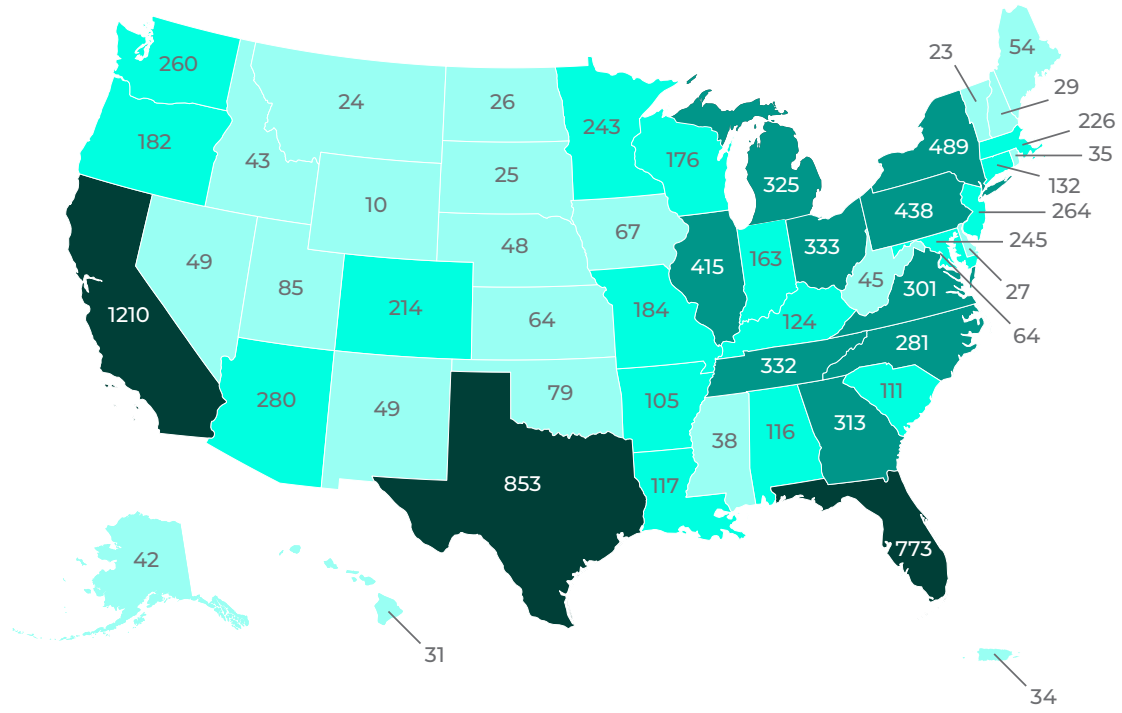
1. A list of tasks/job duties created by an Advisory Committee of experts; you may know this as the Detailed Content Outline
2. A survey conducted on a representative sample of CHC and CCEP compliance practitioners
3. Outcomes of the job analysis ensure our exams are adequately testing the profession at the right cognitive level and in the right content areas

A job analysis ensures the quality and accuracy of the content of our exams, which is of high importance to CCB. With the experience and assistance of our certified individuals, CCB can continue to establish and maintain exams that are relevant to those in the compliance field.

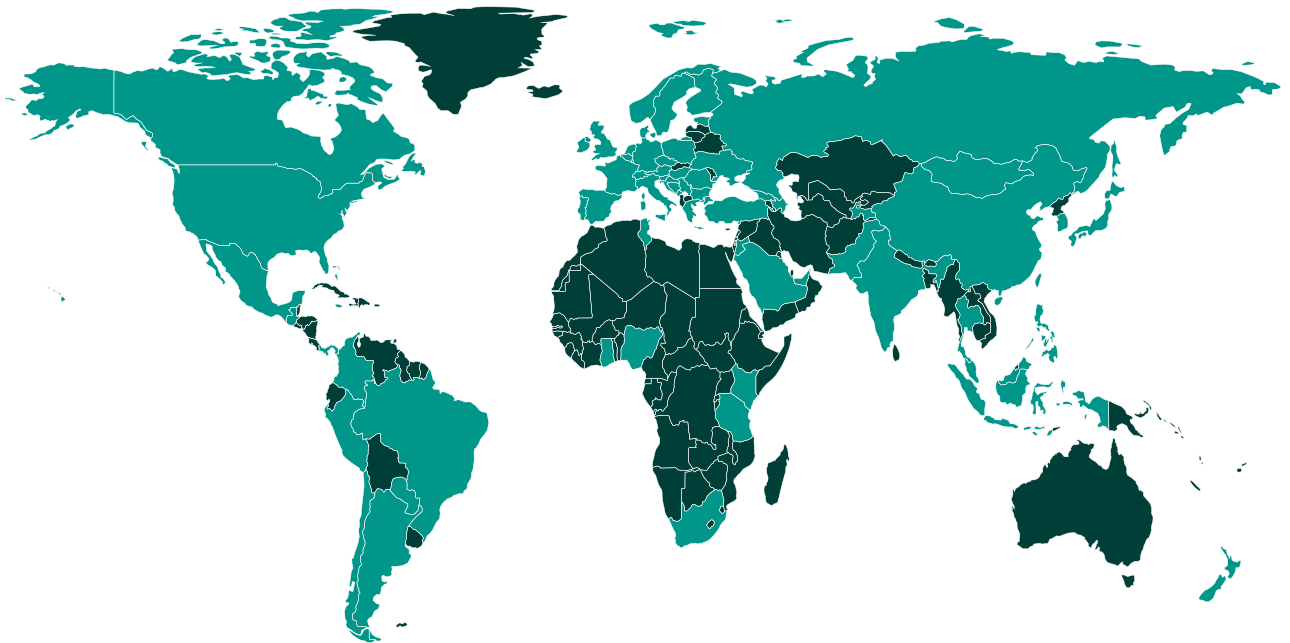
If you hold the CCEP and/or CHC certification(s) keep an eye out for our survey in the coming months!

Certification at a glance

See how many people are certified in your state.



More than 75 countries have individuals who actively hold one or more CCB certifications.



Hear from your peers

See what your peers are saying about how being certified has helped them in their careers:

“The CHC certification provides a standardization for compliance professionals. The certification is based upon the wide array of state and federal compliance requirements. My decision to become certified was to adequately equip myself with at least a fundamental understanding of the myriad of compliance rules and regulations.”

“Being a credentialed ethics and compliance professional builds your self-confidence, communicates to others your level of expertise, and has provided me with the academic and pragmatic framework to effectively support my employer, perform at a higher level, and has opened up newfound opportunities for me.”

CEU 101: Simplifying the CEU Process

Did you know your organization can submit general education as an Event Accreditation Application?

CCB offers the opportunity for your organization to submit their educational events that you and many of your colleagues attend as an Event Accreditation Application to obtain CCB pre-approval of continuing education units (CEUs). Pre-approval of CCB CEUs simplifies the CEU submission process and takes the question of, “Will my CEUs be approved for this event?” out of the picture.

Follow these simple steps:

- Obtain the Event Accreditation Application from the SCCE or HCCA website
- Bring this information and the “How to” steps detailed on the next page to your manager/education staff
- Complete the requested information on the application and gather the documents required
- Submit the application 3-4 weeks prior to the event start date via email or fax for review to ensure timely review. Post submissions also accepted.

CCB accreditation staff will review the information received, reach out if additional information is needed for review, and contact your organization once the event is approved. The approval will include the CCB Event Certificate with a program code for the event.

This certificate will be issued by your organization to each attendee upon completion of the event for the hours attended.

Once you receive the certificate, log into your SCCE or HCCA account online and select “Pre-Approved Events.” Next, upload the program code into the system to receive the approved CEUs. No additional accreditation application or documentation is needed.

Ready to get started? Need more details?

See more information on how to submit below and [access our website for further details](#).

How to submit general compliance education from your organization

The Compliance Certification Board (CCB)[®] welcomes applications for event accreditation from organizations that provide compliance and ethics education and training. Whether you are in charge of compliance education and training for your team or for compliance professionals out in the field, here are five simple steps for submitting this education to CCB for pre-approval, allowing all of those who attend to not only get the training they need, but also be provided a certificate of attendance and the ability to earn their CCB CEUs toward the maintenance of certification(s).

1. Confirm your event addresses at least one of the [10 subject areas](#) identified by CCB as relevant to our compliance certification.
2. Complete and submit the [Event Accreditation Application Form](#)

Compliance Certification Board (CCB)[®]
Event Accreditation Application

The Compliance Certification Board welcomes applications for event accreditation for CCB Continuing Education Units from organizations that provide compliance and ethics education and training. Proposed CCB CEUs may be used toward any one of the seven CCB Certifications. Upon accreditation approval, CCB will issue the sponsor a master certificate, which should be given to each participant. Any certificate other than CCB issued compliance certificate may not be accepted as documentation of earned CCB CEUs. Attendees at an event will receive an official certificate of attendance.

Complete this Event Accreditation Application form and send with supplemental materials and applicable fees to:
 Mail: Compliance Certification Board, 6442 City View Parkway, Glen Burnie, MD 21041, USA Fax: 502-988-0146
 Questions: Email: ccb@compliancecertification.org Phone: +1 502-933-4977 or 888-883-8373

CONTACT INFORMATION

Sponsoring Organization: _____
 *First Name: _____ *Last Name: _____
 *Address: _____
 *City: _____ *State: _____

EVENT INFORMATION *Each Event Accreditation application must be completed and submitted to CCB by 2:00pm EST.*

Event Title: _____
 Start Date: _____ End Date: _____ Location: _____

Event web address for event being accreditation information: _____ (REQUIRED FIELD)
 *Additional dates and locations for this same event will be offered (Please complete and submit the CCB form for additional event dates & locations, if not necessary this application)

EVENT FORMAT

Live In-Person Live Web Conference Self-Study | Recorded | On-demand | e-Learning

TOPIC AREAS

Check all that apply:

- Application of Management Practices for the Compliance Professional
- Application of Personal and Business Ethics in Compliance
- Written Compliance Policies and Procedures
- Integration of Compliance Officers and Committees
- Compliance Training and Education
- Communication and Reporting Mechanisms in Compliance
- Assessment of Compliance Standards and Discipline
- Auditing and Monitoring for Compliance
- Response to Compliance Violations and Corrective Actions
- HIPAA Privacy Implementation
- Other: _____

OFFICE USE ONLY

Event Code: _____

CCB CEUs:
 Hours
 Certificate
 Recognition
 Fund
 Confirmed

TOTAL HOURS

_____ Total clock hours of educational activity spent in session per _____
 Multiply the above clock hour number by "12" to get your CCB CEU Total _____
 *Estimated total clock hours of educational activity spent in session per program (Note: CCB will award 10 CCB CEU per 90 minutes of qualifying content excluding non-educational activities, meals, and breaks.)

EVENT ACCREDITATION APPLICATION

SUPPLEMENTAL MATERIALS

Please include comprehensive details about event topics, speakers, date, time and location. Attach a complete and finalized agenda/outline, any marketing materials or publicity pieces available. If the event is offered more than one time, and within 12 months of initial event date and location indicated on the application, attach the CCB form for Additional Event Dates & Locations.

FEES

Due to PCI Compliance, please do not provide any credit card information via email.
 Applicants that are subject to a CCB application fee must submit to CCB application fee within 12 months of the initial event date.
 * CCB does not accept this application with the correct information on this application within five business days of the application will be deemed and resubmission will be necessary.

EVENT ACCREDITATION APPLICATION FEE

Application fee: _____ \$200
 CEU Increase Fee for submissions requesting more than 10 CCB CEUs: _____
 For every CCB CEU being requested over the initial 10 included in the base application fee, a \$20 add-on fee will apply. Example: a submission requesting 25 CCB CEUs would be charged an additional \$300 fee.
 Additional event/format offerings(\$100 X _____) = _____
 Total Amount Due: _____

PAYMENT METHOD

Mail the completed application and payment to:
 CCB, 6442 City View Parkway, Glen Burnie, MD 21041, USA
 Fax to: 502-988-0146

Application and related fees are due upon application submission and non-refundable.

Check enclosed payable to CCB
 Credit card payment. Please call us for credit card payment.
 authorize the CCB to charge my credit card (choose below):
 American Express Discover Card Visa Discover

Check Card Account Number: _____
 Check Card Expiration Date: _____ Billing Postal Zip Code: _____
 Cardholder's Name: _____
 Cardholder's Signature: _____

ACKNOWLEDGEMENTS

Please read and check the boxes below regarding your understanding of CCB event accreditation policies & procedures. All three items below must be checked for CCB to process this application.

No alterations of any kind may be made by sponsors to forms or certificates as approved and issued by CCB.
 If there are any changes to this event, including the addition or cancellation of dates, changes to content, changes to timing, or changes to location, you must notify CCB immediately or the approval may be invalidated. An additional event application and/or fees may be required to process changes or updates.
 If event is approved, all approval documents must be sent to every attendee seeking CCB CEUs. No fees may be charged for those seeking CCB CEUs for their attendance at your approved event.
 By signing below I certify that I have read and understand the Compliance Certification Board Event Accreditation Guidelines. Nonprofits who seek CCB qualifications as required by the sponsoring organization to provide for CCB to authorize course and future approvals as applicable. I further certify as a representative of the sponsoring organization that the sponsoring organization will cooperate with CCB in all administrative functions related to the accreditation of this event and its subsequent recognition as an event fulfilling education requirements for CCB certification.

Signature: _____ Date: _____

EVENT ACCREDITATION APPLICATION

3. Include the supporting documentation for only the session(s) and/or aspects of a particular course that fall with the CCB subject areas in which you are seeking credit approval (examples: Agenda, syllabi, etc.)
4. Refer to our website for more information and answers to your questions regarding this process
 - hcca-info.org/event-accreditation
 - corporatecompliance.org/event-accreditation

CCB certification specialists are available 8:00 AM—5:00 PM CT to assist you.

Call +1 952.933.4977 or 888.580.8373
 Email ccb@compliancecertification.org
 Fax to +1 952.988.0146

