

CCB Review



A Newsletter For Certified Compliance Professionals | July 2022

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Using your grace period: Extend your time for CCB certification renewal

Is your renewal deadline right around the corner? Struggling to get those last few compliance-related CEUs? You can extend the time you have to get the CEUs you need.

CCB certifications expire two years from the month you originally passed your CCB certification exam. To renew your certification, you must earn and submit 40 CCB CEUs (20 from live training events) within those two years and pay the renewal fee.

But what happens when your renewal deadline is approaching, and you don't have enough CEUs to renew? Or what if your company has a put a hold on staff attending outside conferences to earn their continuing education? Then what do you do? CCB is aware of these difficulties that our certificants face, and we want to be sure you take advantage of all the opportunities we offer to help you to maintain your CCB certification.

1 | Check out this month's "How To" to view all the ways that you can earn and submit your 40 required CEUs to maintain your credential.

2 | Utilize CCB's one-month grace period. The grace period is the month following the last day of your current renewal cycle.

For example, if your renewal period runs from August 1, 2020 to July 31, 2022, then your grace period is the period from August 1, 2022, to August 31, 2022. *You do not need to contact CCB in order to use this additional time to earn your CEUs.*

3 | If you are near exhausting your grace period, you can file a "[Renewal Extension Request](#)." This can give you an additional one or two months beyond your grace period to gain CEUs needed for renewal. On this Renewal Extension Request form you will indicate if you need a one-month or two-month extension.

For example, if your renewal period runs from August 1, 2020 to July 31, 2022, your grace period would run from August 1, 2022, to August 31, 2022, and you could extend your renewal cycle up to October 31, 2022.

A \$50 monthly extension fee applies. The renewal extension is only available for certification holders' most recent active renewal period. Individuals who need to use the grace or extension periods should note that their next renewal date will be less than 24 months away and will still require accumulation of 40 CCB CEUs in that reduced period of time.

4 | To complete a renewal extension request form go [here](#). Please allow us five business days to process the extension request once it is received.

Using the grace period and the renewal extension allows you to extend your original certification end date for up to three months. However, if all required CEUs are not earned by this end date, your certification will lapse and retesting may be your only option to regain the certification.

FAQ: Live vs. non-live credits. What is the difference, and why is it important?

Live CEUs are earned when an instructor or facilitator presents educational content in real-time. As long as the education is being broadcast and received in real-time with the ability to interact with Q & A, then the education is considered live. Examples include in person conferences, real-time webinars or virtual conferences, and speaking at an event.

Non-live CEUs are earned when an educational event is not interactive, such as pre-recorded audio or video, authoring an article, reading an article and passing a quiz, etc. These educational activities must be reviewed by the applicable education provider and/or accrediting body and assigned a set amount of credit worthiness for completion of activity (in clock hours or other specified time period); provide a certificate or record of participants amount of credit earned from activity; provide information regarding subject matter or content covered within activity so that CCB may review and award applicable amount of CCB CEUs. Examples include: post-session recordings of webinars, CCB approved magazine quizzes, or completing readings in *The Report on Medicare Compliance*, among others.

The distinction of "live" versus "non-live" credit is important when renewing your CCB certifications and when applying for a CCB certification exam. In either situation, at least half of your required CCB CEUs must come from live events or trainings. For certification renewal, that means **at least 20 of the 40 required CEUs must be from live events earned within the two-year renewal period**. You are welcome to submit more than 20 live CEUs to meet the 40 required for renewal, however you cannot have less than this amount.



At least 20 of your 40 CEUs required for certification renewal must come from live education. Be sure to check out this month's FAQ to learn more about "live" versus "non-live" CEUs as it relates to your renewal requirements.

How to Earn CEUs:

Earn CCB CEUs for participating in the activities defined below. As always, CEUs can be earned from any organization – not just from SCCE or HCCA.

METHOD	DETAILS	NO. OF CEUs EARNED	CONSIDERED "LIVE" TRAINING
Attend SCCE & HCCA events	SCCE & HCCA hosts more than 90 events annually.	1 per 50-minute hour	Yes
Attend events hosted by other organizations	Submit CEUs for any outside event that, at least in part, relates to compliance.	1 per 50-minute hour	Yes
	Submit university courses that, at least in part, relate to compliance	3 per 1 academic credit	Yes**
*Participate in a live webinar hosted by SCCE & HCCA or another organization	Participate in SCCE & HCCA's live webinars. SCCE & HCCA hosts numerous webinars annually.	1 per 50-minute hour	Yes
	Participate in any organization's webinar that, at least in part, relates to compliance.		
*Participate in a recorded webinar by SCCE & HCCA or another organization	Listen to an SCCE & HCCA, or other organization's recorded webinar.	1 per 50-minute hour	No
Pass quizzes	The Complete Compliance and Ethics Manual	10	No
	Complete Healthcare Compliance Manual	12	No
	SCCE Compliance 101 book	2	No
	HCCA Compliance 101 book	2	No
	Monthly Compliance Today or Compliance & Ethics Professional magazine (quizzes expire 12 months after issue date)	1 per issue	No
Present or teach on a compliance-related topic	Present at an SCCE & HCCA event or one hosted by another organization.	2 per presentation	Yes
	Teach a university course that, at least in part, relates to compliance	10 per university course	Yes
Publish an article or Blog post or Guest commentate on SCCE & HCCA's social networks	Publish an article in SCCE's Compliance & Ethics Professional or HCCA's Compliance Today magazine or in any organization's educational publication. Publish a compliance related educational blog post (minimum 400 words).	2 per article per day	No
Read approved newsletters	The Report on Medicare Compliance, The Report on Research Compliance, or The Report on Patient Privacy.	1 per issue	No
*Self-study	Complete any self-study activity such as online training modules that relate to compliance. Self-study submissions require proof of duration from sponsor.	1 per 50-minute hour	No

*CCB CEUs cannot be awarded for networking, social activities, breaks, meals, or time spent in non-instructional activities like question-and-answer sessions.

**This list is a guideline and may change at any time. CEU values or type may be adjusted once CCB certification staff has viewed submissions.

Hear from your peers:

- “ Getting certified was a personal goal. It did not lead to a pay increase, new title, etc., but I just needed to do it for myself. It has given me greater self-esteem and added confidence in my role as Compliance Officer.
- “ Healthcare privacy compliance is a requirement for all healthcare companies. Experienced and certified individuals will be sought after. This is a constantly growing and changing area of importance for healthcare companies.
- “ I decided to get certified to increase my knowledge regarding compliance and ethics. Also, I liked the idea of having a certification tied to my role in compliance. Before becoming certified, my view on compliance was more narrow. Since becoming certified, I appreciate all the facets that go into having a strong compliance program. Yes, I would recommend getting certified as I feel it's been helpful to get a broader understanding of compliance. When you understand each area, it really helps you think about cause and effect, so any changes or improvements in one area can be implemented/extended into another area.

Job Analysis Survey

With the help of certificants like yourself, job analysis (JA) surveys help us to ensure the quality and accuracy of the content of our certification exams for future candidates. Keep an eye out for the CCEP JA launching by July 22 and CHC JA launching by August 8.

Learn more about the JA process and its importance by reading the [2022 April – June issue of CCB Review](#).

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

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