



# CCB Review

Issue 2 / July-Sept. 2013

a newsletter for Certified Compliance Professionals

## Use CCB credential logos to help showcase your expertise

Use CCB's certification logos in your professional communication items such as business cards, letters, and in your email signature line, among others. It's a great way to showcase your expertise and dedication to the profession. Plus, it enhances your marketability to potential employers. More employers posting compliance-related jobs on HCCA and SCCE's websites are requiring or recommending candidates have a CCB designation as a condition of hiring.

Download the certification logos, in high-resolution print quality and

electronic quality on the CCB website. Or, use the short links below to navigate there:



<http://bit.ly/chc-logos>



<http://bit.ly/chrc-logos>



<http://bit.ly/chpc-logos>



<http://bit.ly/chcf-logos>



<http://bit.ly/ccep-logos>



<http://bit.ly/ccepi-logos>



<http://bit.ly/ccepf-logos>

### Certification Fun Facts

- ▶ Brazil has the most individuals who hold the CCEP-I credential.
- ▶ California has the most individuals who hold the CHC credential.
- ▶ The amount of individuals sitting for the CHC exam has increased 19 percent from this time last year.
- ▶ The amount of individuals sitting for the CCEP exam has increased 38 percent from this time last year.
- ▶ CCB has certified over 650 individuals year-to-date.

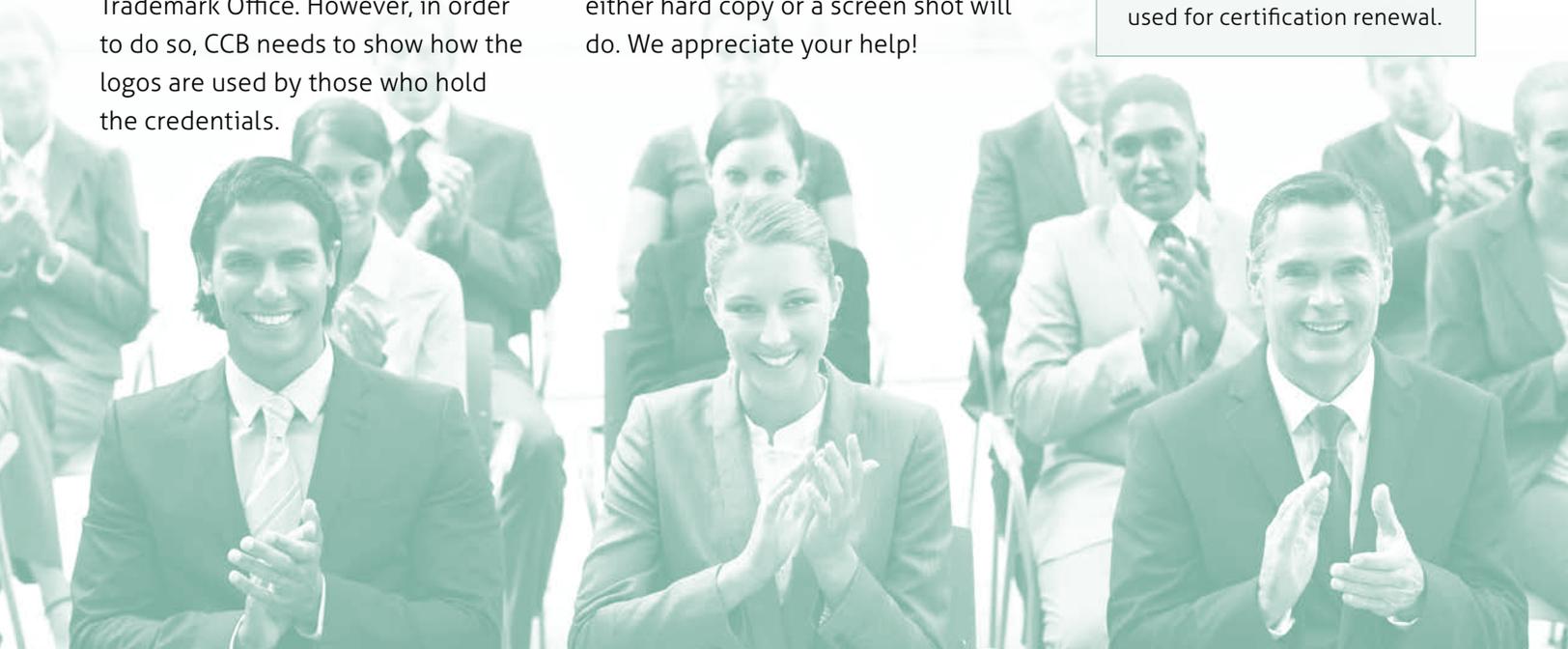
## Send us your communication samples

CCB is in the process of having its certification logos trademarked through the United States Patent and Trademark Office. However, in order to do so, CCB needs to show how the logos are used by those who hold the credentials.

Send us samples of how you have used CCB certification logos in your electronic or print communication, either hard copy or a screen shot will do. We appreciate your help!

### Continuing Education Units 101

CEUs you earned to sit for a CCB exam, even if you earned more than the 20 needed to sit for the exam, cannot be used for certification renewal.



## Contacting CCB

CCB certification specialists are available 8:00 AM–5:00 PM CST to assist you.

- ▶ Call 888-580-8373 or 888-277-4977
- ▶ Email your questions to [ccb@compliancecertification.org](mailto:ccb@compliancecertification.org)
- ▶ Fax to 952-988-0146

## Online anytime

Or, check out CCB's website anytime of the day or night at [www.compliancecertification.org](http://www.compliancecertification.org)

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# Obtaining CCB CEUs on a shoestring budget

## Maximize CEUs earned from outside events

CCB accepts relevant CEUs from any organization or event sponsor. Certification holders are not required to attend HCCA or SCCE events to gain CEUs.

Content submitted from other organizations must be relevant to compliance or ethics.

Possible subject areas include: Application of management practices for the compliance professional, application of personal and business ethics

in compliance, written compliance policies and procedures, designation of compliance officers and committees, compliance training and education, communication and reporting mechanisms in compliance, enforcement of compliance standards and discipline, auditing and monitoring for compliance, response to compliance violations and corrective actions, HIPAA privacy, and complying with government regulators.

## Outside events, activities for CCB CEUs include:

- ▶ Attend an event hosted by another organization that addresses compliance or ethics. Earn 1.0 live CCB CEU per 50-minute hour upon review and approval from a CCB certification specialist.
- ▶ Participate in a live web conference hosted by another organization that addresses compliance or ethics. Earn live CCB CEUs upon review and approval from a CCB certification specialist.
- ▶ Present/speak at an event, such as a conference, training, or web conference, hosted by another organization, on a compliance or ethics-related topic. Earn 2.0 live CCB CEUs per presentation.
- ▶ Submit an article written by you and published in any organization's educational publication. The article must relate to compliance or ethics. Earn 2.0 non-live CCB CEUs per article upon review and approval from a CCB certification specialist.
- ▶ Complete self-study activities such as online training modules or reading that relates to compliance or ethics. Earn 2.0 non-live CCB CEUs per submission upon review and approval from a CCB certification specialist.

**TIP** See page 3 to learn how to submit these outside CEUs for CCB CEUs.

# How to: Submit CEUs from outside events, organizations

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

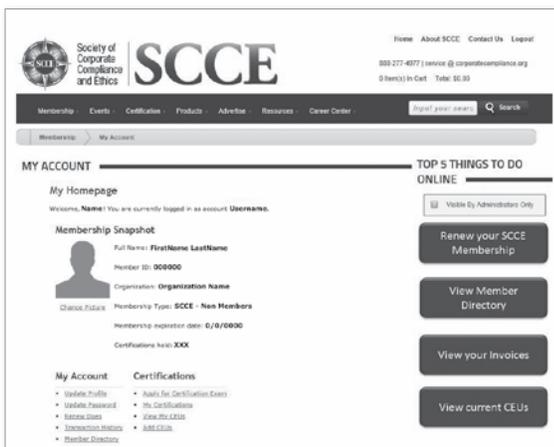
## 1. Login to your SCCE or HCCA free password-protected online account

Any individual who has previously participated in an SCCE or HCCA activity has a free password-protected account already set up at [www.corporatecompliance.org](http://www.corporatecompliance.org) or [www.hcca-info.org](http://www.hcca-info.org).



## 2. Click on "Add CEUs" in the Certifications heading on the My Account page

You will be automatically directed to the "My Account" section once you have logged in. This area is specific to you, such as certifications you hold, events you have registered for, and other transactions.



## 3. Click on the "Submit an Individual Accreditation Application (from an outside organization)" section

You must submit CEUs earned from outside events and organizations via the Individual Accreditation Application.



## 4. 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.



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.



## *Look inside for:*

- ▶ Ways to maximize CEUs earned from outside events, organizations
- ▶ How to submit these CEUs for CCB credit



# CCB Certification

## *Frequently Asked Question*

### Live vs. Non-live CEUs. What is the importance, and what is the difference?

Live CEUs are earned when an instructor or facilitator presents educational content in real-time, in-person, or via live remote connection. Examples include: conferences, real-time webinars, and speaking at an event.

Non-live CEUs are earned when an educational event is pre-recorded—audio or video—or when written content

is published, among others. Example includes: Post-session webinar recordings.

The importance of “live” versus “non-live” credit comes into play when applying for CCB certification exams or renewing CCB certifications. In either situation, at least half of your required CCB CEUs must come from live events or training. 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.

For more, go to [www.compliancecertification.org](http://www.compliancecertification.org)  
→ [Candidates' FAQ](#)