



CCB Review

Issue 3 / Oct–Dec 2013

a newsletter for Certified Compliance Professionals

When time is not on your side: Use grace, extension periods

Attending an event close to your renewal date? Don't have enough CEUs to renew?

CCB certifications expire two years from the month you originally passed a CCB certification exam. In order to renew a CCB 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 a training event you planned to use CEUs from for your renewal falls a bit too close to your renewal deadline? Or when your renewal deadline is approaching and you don't have enough CEUs to renew, then what do you do?

Grace Period

First, use CCB's one-month "Grace Period." The grace period is the month time period following the last day of your current renewal cycle.

For example, if your renewal period runs from 10/1/11 to 9/30/13, then your grace period is the period from 10/1/13 to 10/31/13. You do not need to contact CCB to use the grace period.

Renewal Extension

Secondly, if you are near exhausting the grace period, you can file a monthly "Renewal Extension Request" for up to two months beyond your

grace period to gain CEUs needed for renewal.

For example, if your renewal period runs from 10/1/11 to 9/30/13, your grace period would run from 10/1/13 to 10/31/13, and you could extend your renewal cycle up to 12/31/13.

A \$50 monthly extension fee applies. The renewal extension is only available for certification holders' most recent active renewal period. To complete a renewal extension request form, see your Candidate Handbook or the CCB website. Please allow five business days to process the extension request.

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 received by CCB by this end date, your certification will lapse and retesting will be the only option to regain the certification.

For more information, go to www.compliancecertification.org.

Certification Summertime Fun Facts

- ▶ June is the summer month with the largest volume of CCB candidates by about 25 percent.
- ▶ June and August are the summer months most popular for taking the CHC exam, and July is the most popular summer month for taking the CCEP-I exam.
- ▶ CHC is the most popular CCB exam taken in the summertime.

Continuing Education Units 101

All CEUs earned prior to sitting for and passing a CCB certification exam are considered "redeemed" and cannot be used again for that specific certification. If you hold multiple certifications, those CEUs earned can potentially be used toward your other CCB certifications, depending on renewal dates.



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
- ▶ Fax to 952-988-0146

Online anytime

Or, check out CCB's website anytime of the day or night at www.compliancecertification.org

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Obtaining CCB CEUs on a shoestring budget

Two ways to earn CEUs at no additional cost

- ▶ Take the monthly quizzes with HCCA's monthly magazine, *Compliance Today*, and with SCCE's bi-monthly magazine, *Compliance & Ethics Professional*.



Read the magazines' CEU articles and take the quizzes to earn 1.0 non-live CEU per passed quiz. During the course of the two-year certification renewal period, that adds up to 24 non-live CEUs for HCCA, and 12 non-live CEUs for SCCE at no additional cost.

For CCB certification renewal, you need to earn 40 CEUs total within the renewal period, and a maximum of 20 can come from non-live events.

Access the HCCA magazine quizzes here: www.compliancecertification.org/ct-quizzes

Access the SCCE magazine quizzes here: www.compliancecertification.org/cep-quizzes

- ▶ Guest commentate on SCCE or HCCA's social networks: SCCEnet and HCCAnet.

Spend a week guest commentating on one of the social networks and earn up to 10.0 live CCB CEUs for the week or 2.0 per day at no additional cost.

Guest commentating spots are available for members and non-members alike and include posting one discussion topic per day of the week and responding to posts. It's a great way to get involved and earn live CEUs for renewal.

Contact CCB for more details and to receive your guest commentator credentials.

TIP SCCE is planning to expand its *Compliance & Ethics Professional* magazine to 12 issues annually starting in January. That means you can earn up to 24 non-live CEUs for passing these magazine quizzes.

How to: Submit CEUs earned from SCCE or HCCA events

Some screenshots below show SCCE's Application for Continuing Education Units. HCCA's will look and function in the same way.

With more than 60 events each year, chances are you have or will attend an SCCE or HCCA event for compliance training and education. Below is information on how to submit those CEUs toward your CCB certification.

1. Grab an on-site Application for Continuing Education Units

Found at the SCCE/HCCA registration desk or in the conference Program. Or after the conference, email CCB at ccb@compliancecertification.org, and let the certification staff know the conference and dates you attended, and a form will be emailed to you.

APPLICATION FOR CONTINUING EDUCATION UNITS
This form must be completed and submitted to receive continuing education credit.

SCCE's 12th Annual Compliance & Ethics Institute
October 6th, 2014 - Washington, DC

Submit ALL PAGES of this application via the following methods:

- Leave with SCCE staff at Registration Desk
- Email CCB office: ccb@compliancecertification.org
- Fax to 912-661-0100
- CEU Credits only: Via your online SCCE account at: www.compliancecertification.org - SCCE Account - Add CEUs

Your certificate will be emailed within five (5) weeks. Complete and submit ALL pages regardless of actual attendance.

CHECK YOUR CREDIT TYPES		CREDITS (15 or 40 minutes)	
<input type="checkbox"/> CCB (15 min)	<input type="checkbox"/> SCCE (15 min)	<input type="checkbox"/> CCB (15 min)	<input type="checkbox"/> SCCE (15 min)
<input type="checkbox"/> CCB (40 min)	<input type="checkbox"/> SCCE (40 min)	<input type="checkbox"/> CCB (40 min)	<input type="checkbox"/> SCCE (40 min)
<input type="checkbox"/> CCB (15 min)	<input type="checkbox"/> SCCE (15 min)	<input type="checkbox"/> CCB (15 min)	<input type="checkbox"/> SCCE (15 min)
<input type="checkbox"/> CCB (40 min)	<input type="checkbox"/> SCCE (40 min)	<input type="checkbox"/> CCB (40 min)	<input type="checkbox"/> SCCE (40 min)

Special notes:

- 1. **Attendance:** Attendee must submit this CCB application within 22 days after the conference.
- 2. **Attendance for SCCE & CCB:** Attendee must sign session attendance sheets near entrance of each session room or submit to compliance staff.

Name: _____ SCCE ID# _____ (optional)

2. Check the applicable "Credit Types"

Check all of the credit types that you want your CEUs to go toward, and include your contact information.

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Name: _____ SCCE ID# _____ (optional)

Please fill out your contact information completely

3. Check off each session you attended—after you have attended it

And sign your name to each page. The CEU applications are organized in chronological order by date and then by session.

Monday, October 6, 2014 - Prof. Conference Session

SpeedNetworking 7:30 - 8:30 am (CEU credit only)

Morning sessions 9:00 am to 12:00 pm with 15 min break (2.75 Maximum Check Hours or 145 min)

- P1 Ethics in Compliance Risk Management: Program Elements and Effective Practice
- P2 Diversity as a Key to Enriching an Ethical Culture
- P3 Creating a Compliance Program from Scratch
- P4 Conducting Due Diligence Investigations in China
- P5 Leveraging Your Ethical and Compliance Program: Would You be Prepared - Program?
- P6 The Art of Selling a Code of Conduct: Close to Life
- P7 Investigations Workshop: Response to Investigation and Interviewing the Reporter
 - Part II (10:00 - 11:00 am) Planning the Investigation
 - Part III (11:00 am - 12:00 pm) Taking Effective Interviews

Afternoon sessions 1:00 pm to 5:00 pm with 15 min break (2.75 Maximum Check Hours or 145 min)

- P8 Enriching an Ethical and Compliance Program: Assessment in Business Programs
- P9 Compliance and Ethics for Lawyers & Business Counsel
- P10 Compliance and Ethics for Lawyers & Business Counsel
 - Part IV (1:00-2:00 pm) Responding to Analyzing Documents
 - Part V (2:00-3:00 pm) Responding to Analyzing Documents
 - Part VI (3:00-4:00 pm) Q&A Panel
- P11 Ethics in Compliance Risk Management: Program Elements and Effective Practice
- P12 Compliance and Ethics for Lawyers & Business Counsel
- P13 Compliance and Ethics for Lawyers & Business Counsel
- P14 Investigations Workshop (continued from P7)
- P15 Ethics in Compliance Risk Management: Program Elements and Effective Practice
- P16 Compliance and Ethics for Lawyers & Business Counsel
- P17 Ethics in Compliance Risk Management: Program Elements and Effective Practice
- P18 Compliance and Ethics for Lawyers & Business Counsel
- P19 Compliance and Ethics for Lawyers & Business Counsel
- P20 Compliance and Ethics for Lawyers & Business Counsel
- P21 Compliance and Ethics for Lawyers & Business Counsel
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- P98 Compliance and Ethics for Lawyers & Business Counsel
- P99 Compliance and Ethics for Lawyers & Business Counsel
- P100 Compliance and Ethics for Lawyers & Business Counsel

Name: _____ SCCE ID# _____ (optional)

Please fill out your name and SCCE ID# (if applicable) at the bottom of each page

4. Submit the application

Once you have attended all your sessions and completed the application, submit it to the on-site SCCE/HCCA registration desk, or submit it after the conference via email or fax. Use the contact information on the form.



Applications are processed first come, first served and are completed within two weeks of receipt. CCB will accept your application any time after the conference; however, please be mindful of policies and deadlines when using these credits to sit for a CCB exam or requesting outside credits.



Look inside for:

- ▶ Ways to earn CCB CEUs on a shoestring budget
- ▶ When time is not on your side:
Use grace and extension periods
- ▶ How to submit CEUs earned from SCCE & HCCA events



CCB Certification

Frequently Asked Questions

What is the difference between the CCEP and CCEP-I certifications?

CCB's CCEP certification is geared toward compliance and ethics laws in the United States and is primarily for individuals who work within the U.S. While the CCEP-I certification is primarily for individuals who work outside the U.S. or those who have international affiliates. CCB recommends certification in both programs if you have a work presence in the United States and internationally.

What are the differences between the CHC, CHRC, and CHPC certifications?

CCB offers three healthcare compliance-related certification programs: CHC, CHRC, and CHPC. CHC certification is geared toward general healthcare compliance while CHRC is geared toward compliance professionals in the research realm. Likewise, the CHPC is best suited for compliance professionals in the healthcare privacy arena. Please see the Candidate Handbooks to see which may be right for you.

For more, go to www.compliancecertification.org → Candidates' FAQ