

WANT TO BECOME CERTIFIED IN COMPLIANCE AND ETHICS?

Be recognized for your experience and knowledge in corporate compliance!

Step 1) QUALIFY

CCEP candidates must meet two eligibility requirements before sitting for the exam: Work Experience and Continuing Education

- **Work Experience:** candidates must fit into one of the two work experience categories:
 - Active Compliance Professional: Persons with one year of full-time compliance experience
 - Allied Compliance Professional: Persons with at least 1,500 hours/two years of compliance-related experience
- **Student Option:** Students completing a certificate program at an SCCE-accredited university are eligible for the exam upon completion, waiving the work experience requirement
- **Continuing Education:** Candidates must obtain 20 CCB Continuing Education Units (CEUs) in the 12 months prior to sitting for the exam

Step 2) PREPARE

How can you prepare for the CCEP exam? SCCE faculty suggest the following:

- Review the *CCEP Candidate Handbook*, focusing on the detailed content outline (found at www.corporatecompliance.org)
- Read *The Complete Compliance and Ethics Manual* and *Compliance 101* (available for purchase at www.corporatecompliance.org)
- Take the CCEP Practice Exam at www.corporatecompliance.org under “Certification”
- Attend an SCCE Academy: Designed to compliment your work experience and help you do well on the exam, this week-long conference fulfills the 20 CCB CEUs requirement, reviews the basics of compliance and ethics, and offers the CCEP exam on-site
- Review the Federal Sentencing Guidelines

Step 3) TEST

Candidates who have met the eligibility requirements may schedule their exam. The CCEP exam is offered on-site at many SCCE conferences, as well as at local H&R Block locations.

Step 4) MAINTAIN

Candidates who pass the CCEP exam can maintain their certification by obtaining 40 CCB Continuing Education Units (CEUs) in the two-year certification period following their test date. Suggested methods for maintaining your certification include:

- Attend one of many educational SCCE events ranging from one to four days—earn CEUs and network with your peers
- Attend a CCB-accredited event (see www.corporatecompliance.org for a roster of approved accredited events)
- Submit non-SCCE events for accreditation consideration
- Submit presentations or published articles

QUESTIONS?

Contact Liz Hergert, Certification Coordinator, at ccb@corporatecompliance.org or +1 952 933 4977 or 888 277 4977.



CCEP
Certified Compliance & Ethics Professional



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