



SOCIETY OF CORPORATE
COMPLIANCE AND ETHICS

Program Accreditation Guidelines



Continuing Education Accreditation

As a service to candidates and certificants, SCCE welcomes applications from organizations providing education and training in corporate compliance and ethics for the purpose of program accreditation. Only those programs, products, and activities approved for SCCE continuing education credit or provided by an SCCE accredited provider of continuing education will be accepted for the purpose of meeting continuing education requirements for certification and certification maintenance. Programs wishing to receive SCCE accreditation must address all or at least a portion of the following content areas:

- Application of Management Practices for the Compliance Professionals
- 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
- Complying with Government Regulations

Credit will be awarded based on a 50-minute hour for actual time spent in instruction. Credit will not be given for networking or social activities, meals, or time spent in non-instructional activities. Application for program accreditation can be made through the SCCE Administrative Office.

Application Process

Applications must be submitted with all supporting documentation called for in the application.

All applications are reviewed by the CCEP Certification Coordinator. If during the course of the review, the CCEP Certification Coordinator has any questions, a lead reviewer will contact the contact individual specified on the application.

All credit is based on a 50- minute hour. If during the review, the total amount of instruction time defined by the CCEP Certification Coordinator varies by more than 10% from the applying organization's estimate, the contact individual will be reached prior to the rendering of the CCEP Certification Coordinator final decision.

Accreditation decisions by the CCEP Certification Coordinator may be appealed to the SCCE. The SCCE may, at its discretion, uphold the finding of the CCEP Certification Coordinator,

render its own finding of accreditation and total, or refer the application back to the CCEP Certification Coordinator for a second review. In any case, the decision of the SCCE is final.

Documentation

Upon receiving accreditation, a master certificate will be prepared and sent to the sponsoring organization. **The organization may provide its own certificate, but it must display the subject areas for which the program is approved and the program code assigned by the Certification Coordinator to the program.** A certificate should be presented to all individuals completing the designated continuing education activity.

The names of all individuals receiving certificates for an accredited activity must be submitted to the SCCE Administrative Office within four weeks of the awarding of the certificate. For conferences, seminars and other “live” programs, a registration list and sign in sheet must also be submitted within four weeks of the conclusion of the program.

Any willful violation of the items above or the reckless mishandling or distribution of continuing education documentation will be grounds for review by the CCEP Certification Coordinator and/or the SCCE Ethics Review Committee. This review may result in the ultimate revocation of program accreditation and disqualification of the sponsoring organization from consideration for future program accreditation.

Only authorized CCEP certificates will be accepted as documentation for certification. SCCE **DOES NOT** retain copies of certificates awarded for continuing education activities. Candidates and certificants are responsible for maintaining a personal file of continuing education activities for submission at the time of application.

Audit of Continuing Education Activities

SCCE reserves the right to audit continuing education submissions at any time. The scope of these audits will be limited to verification of attendance and compliance with content area requirements. Fraudulent submission of continuing education for certification or certification maintenance is grounds for prohibition from testing or revocation of certification.