


# APPLICATION FOR CONTINUING EDUCATION UNITS (CEUs)



## SCCE's Internal Investigations Workshop June 17 – 19, 2019, Orlando, Florida

Please leave this application with staff at the Registration Desk or  
email: [ccb@compliancecertification.org](mailto:ccb@compliancecertification.org) | phone: 952.933.4977 | fax: 952.988.0146

This form must be completed and submitted to receive a certificate of attendance and/or continuing education credit. Check the box(es) below corresponding to the credit type(s) you wish to receive.

<input type="checkbox"/>  <b>CHC, CHRC, CHPC, CHC-F, CCEP, CCEP-I, CCEP-F</b> (This CEU type is automatically assessed)	<input type="checkbox"/> <b>FOR ATTORNEYS ONLY: Continuing Legal Education (CLE)</b>   Submit this application <u>within seven days</u> to allow for state reporting, if required.
<input type="checkbox"/> <b>Other</b>   Credit type not already listed. _____	Individuals <b>MUST</b> sign in/sign out* if required by their state. Verify your CLE requirements with your state.
<input type="checkbox"/> <b>NASBA/CPE</b>   Individuals <b>MUST</b> also sign in/sign out* per NASBA credit requirements.	<b>State &amp; License #</b> _____ <b>State &amp; License #</b> _____ <b>State &amp; License #</b> _____

**\*Sign in/sign out sheets available outside meeting rooms.**

**CCB** credit and certificate will be posted and available online in your account within two-four weeks.

**CLE, NASBA, and Other** external credit certificates  
will be emailed within four weeks.

★ **By signing below, I attest that I HAVE ATTENDED THE SESSION(S) I indicated on this application:**

Name (PRINT legibly): \_\_\_\_\_ Phone: \_\_\_\_\_

Email Certificate to: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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- ★ **ATTENDEES** must indicate "Attendee" for attendance below – **ONLY check sessions attended!**
- ★ **SPEAKERS** must indicate "Speaker" for sessions presented and "Attendee" for sessions attended.
- ★ **NOTE** any session time missed if arrived late or left early, excluding restroom breaks.

## MONDAY, June 17

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|-----------------------------------|----------------------------------|---|
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | <b>9:00 – 10:30 am (1.5 clock hours or 90 minutes)</b><br>Introductory Concepts for Investigations/Understanding and Assessing the Report |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | <b>10:45 am – 12:30 pm (1.75 clock hours or 105 minutes)</b><br>Planning the Investigation/Gathering Documentary Evidence                 |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | <b>1:30 – 3:00 pm (1.5 clock hours or 90 minutes)</b><br>Conducting Interviews  |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | <b>3:15 – 4:00 pm (.75 clock hour or 45 minutes)</b><br>Interviewing the Subject of the Investigation                                     |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | <b>4:00 – 5:00 pm (1.0 clock hour or 60 minutes)</b><br>Exercise: A Day in the Life of an Internal Investigator                           |

## TUESDAY, June 18

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|-----------------------------------|----------------------------------|--|
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | <b>8:30 – 9:00 am (.5 clock hour or 30 minutes)</b><br>Investigations Roundtable                             |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | <b>9:00 – 10:00 am (1.0 clock hour or 60 minutes)</b><br>Evidence and the Legal Elements of an Investigation |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | <b>10:15 – 11:15 am (1.0 clock hour or 60 minutes)</b><br>Investigation Pitfalls and How to Avoid Them       |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | <b>11:15 am – 12:15 pm (1.0 clock hour or 60 minutes)</b><br>Reaching a Conclusion and Root Cause Analysis   |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | <b>1:15 – 2:15 pm (1.0 clock hour or 60 minutes)</b><br>Preparing the Investigation Report                   |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | <b>2:15 – 3:00 pm (.75 clock hour or 45 minutes)</b><br>Reporting Your Findings                              |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | <b>3:15 – 4:00 pm (.75 clock hour or 45 minutes)</b><br>What Should You Do?                                  |

## WEDNESDAY, June 19

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|-----------------------------------|----------------------------------|---|
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | <b>8:30 – 9:00 am (.5 clock hour or 30 minutes)</b><br>Documentation Issues                               |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | <b>9:00 – 10:00 am (1.0 clock hour or 60 minutes)</b><br>Use of Forensic Data Analytics in Investigations |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | <b>10:15 am – 12:00 pm (1.75 clock hours or 105 minutes)</b><br>Root Cause Analysis                       |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | <b>1:00 – 2:00 pm (1.0 clock hour or 60 minutes)</b><br>Use of Third-Party Assistance in Investigations   |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | <b>2:00 – 3:00 pm (1.0 clock hour or 60 minutes)</b><br>Why Should the Boss Listen to Me?                 |
| <input type="checkbox"/> Attendee | <input type="checkbox"/> Speaker | <b>3:15 – 4:15 pm (1.0 clock hour or 60 minutes)</b><br>Lessons Learned                                   |
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Print Name: \_\_\_\_\_