



# CCB Review

Issue #1 / March 2013

a newsletter for Certified Compliance Professionals

## CCB launches newsletter to assist certification holders

*Look inside for inexpensive ways to earn CEUs, online CEU submissions, and more*

The Compliance Certification Board has certified more than 7,800 professionals—including you—through its seven compliance and ethics certification programs since its inception in 1999.

You can be proud of the accomplishment you have achieved. Not only are you giving your compliance-related work an advantage by being certified, but your profession as well.

CCB certification helps establish professional standards and status for compliance and ethics professionals. To assist your continued professional development, CCB has launched a quarterly newsletter for certification holders. The newsletter will not include marketing content, but will instead feature helpful information, including:

- ▶ Earning CCB CEUs on a shoestring budget.
- ▶ Answering your most commonly asked questions.
- ▶ Discovering how to add CEUs online and other “How to” questions.
- ▶ Learning information relevant to your CCB certification.

We hope you enjoy this quarterly publication.



**Debbie Troklus**  
CCB President

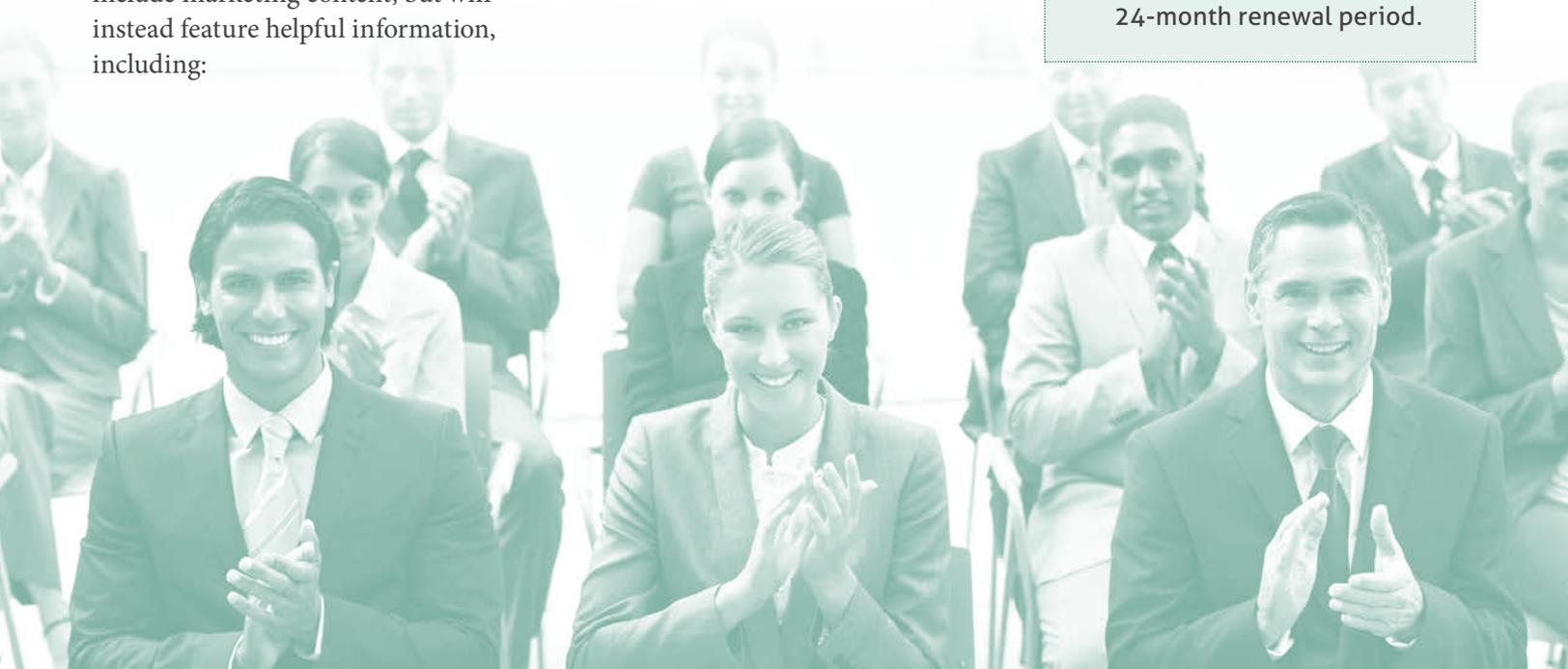
### Certification fun facts

- ▶ 4,700 individuals have been CHC certified.
- ▶ CHC certifications increased 20 percent from 2011 to 2012.
- ▶ Since launching the CCEP certification in 2006, more than 2,300 individuals have become CCEP certified.
- ▶ CCEP certification holders increased by 35 percent from 2009 to 2012.

### Continuing Education Units 101

CCB certification holders need 40 CCB CEUs for certification renewal.

- ▶ Half (or 20) must come from “live” training events.
- ▶ All 40 CEUs must have been earned within the 24-month renewal period.



## 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. International callers should dial +1 952 933 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. Go to [www.compliancecertification.org](http://www.compliancecertification.org)

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# Obtaining CCB CEUs on a shoestring budget

*Looking for ways to earn CCB CEUs on a shoestring budget? Here are some low or no-cost opportunities.*

- ▶ Earn half of the CEUs needed for CCB certification or renewal just by passing quizzes associated with the associations' member magazines. Membership to HCCA or SCCE is not required to complete or pass the quizzes.
  - Read *Compliance Today* CEU articles and take the quizzes to earn 1.0 non-live CEU per passed quiz. [www.compliancecertification.org/ct-quizzes](http://www.compliancecertification.org/ct-quizzes)
  - Read *Compliance & Ethics Professional* CEU articles and take the quizzes to earn 1.0 non-live CEU per passed quiz. [www.compliancecertification.org/cep-quizzes](http://www.compliancecertification.org/cep-quizzes)
- ▶ A no-cost route to earn live CCB CEUs is to be a guest commentator on the HCCA or SCCE social network. Earn a maximum of 10 live CCB CEUs for one week (two per day). Contact CCB for details.
- ▶ CCB accepts relevant CEUs from any organization or event sponsor. Certification holders are not required to attend HCCA or SCCE training or events to gain CEUs. Content submitted from other organizations must be relevant to compliance or ethics by meeting at least one of the 10 subject areas identified by CCB, which 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.
- ▶ Chances are your employer, if working in a healthcare field or at an academic medical center, already subscribes to *The Report on Medicare Compliance* or the *Report on Research Compliance* published by AIS Health. Read the publications and complete the attestation form to earn 1.0 non-live CCB CEU per completed volume.



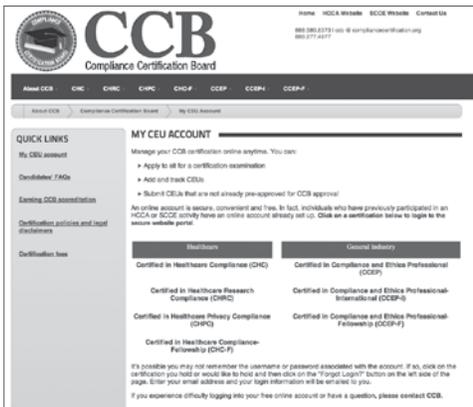
**TIP** Submit CEUs from other organizations to CCB by going to [www.hcca-info.org](http://www.hcca-info.org) or [www.corporatecompliance.org](http://www.corporatecompliance.org). Login, click on "My Account", and then "Add CEUs".

# How to: Check your renewal date, CEUs online

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

1. Go to [www.compliancecertification.org](http://www.compliancecertification.org) → My CEU Account

Click on the certification that you hold. You will be redirected to either the HCCA or SCCE website depending on the certification you hold.



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

Any individual who has previously participated in an HCCA or SCCE activity has a free password-protected account already set up. Unsure of your password? Click on "Forgot Login?" and an email will be sent to the email address on file with HCCA or SCCE. If you are sure you don't already have an online account set-up with HCCA or SCCE, click on "Create Account" to set one up. If you experience difficulty logging in to your account or have a question, contact CCB.



3. You will be automatically directed to the "My Account" page

The "My Account" section of the website is the area that is specific to you, such as certifications you hold, events you have registered for, and other transactions.



4. Click on "My Certifications" to see a summary of your certification information

Here you can see the start and end dates for your certification. In this example, the individual must renew his/her certification by 5/31/2014 in order to remain CHC certified.



5. Click on the certification "Summary" to see full details, including CEUs on file

This screen shows you the full renewal period information as well as any CEUs in your online account.





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## Look inside for:

- ▶ Ways to earn CCB CEUs on a shoestring budget
- ▶ CEU and certification renewal information

# CCB certification made easy

CCB recently released updated Candidate Handbooks and website content for its certification programs. The handbooks and website now include information on:

- ▶ Steps to become certified and renew your certification
- ▶ The ways to earn CCB CEUs
- ▶ How to add and track CEUs online
- ▶ Candidates' FAQs
- ▶ Forms and documents for renewal

*Check out the new website content and download copies of the CCB handbooks*  
[www.compliancecertification.org](http://www.compliancecertification.org)

