New 'Code of Ethics' requirement for certification

Beginning in March, compliance and ethics professionals who apply to sit for a Compliance Certification Board certification exam will be required to attest to reading and understanding the Code of Ethics, which includes principles and rules of conduct for compliance professionals.

"The CCB has added the Code of Ethics to its exam requirements to express the professions' recognition of its responsibilities to the general public, to employers and clients, and to the profession," CCB President Debbie Troklus said.

Principles of the Code of Ethics are broad standards that provide a framework for the more detailed rules of conduct, which are specific standards that prescribe the minimum level of conduct expected of each compliance professional.

"Compliance with the code is a function both of the individual professional and of the professional community," Troklus said. "Adherence to the code depends primarily on the compliance professionals' own understanding and voluntary actions, and secondarily on reinforcement by peers and the general public."
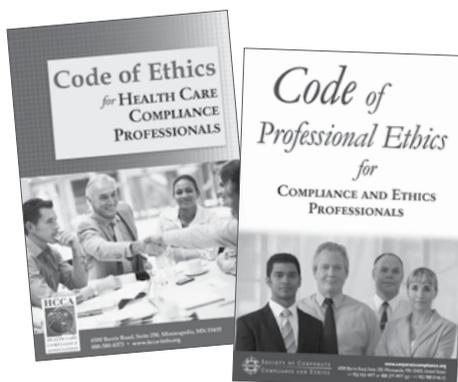
What you need to do

For existing CCB certification holders, like yourself, no action is necessary unless you plan to sit for an additional CCB certification exam. If this is the case, you will need to read the Code of Ethics, and on the exam application attest to having read and understood it. Any future CCB certification exam candidates must also read the code and attest on the exam application to having read and understood it.

The CCB Exam Applications and Candidate Handbooks will soon be updated with the Code of Ethics information and attestation.

To read the Code of Ethics, see these resources:

▶ *Code of Ethics for Health Care Compliance Professionals*, http://bit.ly/hcca-code-of-ethics

▶ *Code of Professional Ethics for Compliance and Ethics Professionals*, http://bit.ly/scce-code-of-ethics

Certification Fun Facts

▶ Fall is the season that CCB has the most exam takers, followed closely by Spring.

▶ Winter is the season that has the least CCB exam takers.

▶ Since the CCEP-I certification program began in May 2012, more than 250 individuals have achieved the CCEP-I designation.

▶ As of November 2013, more than 2,000 individuals actively hold the CCEP designation.

Continuing Education Units 101

All 40 CCB CEUs earned for renewal of a CCB certification must have been earned within the 24-month renewal period. A certification holder's renewal period is two years from the month the individual originally passed the CCB exam.

Earning CEUs on a shoestring budget

Submit relevant courses for CCB CEUs

CCB accepts relevant compliance and ethics CEUs from any university, college or organization. University -or college-earned credits are calculated by CCB on a 1:3 ratio. For every applicable "live" credit your earn from the university or college, you are eligible to earn 3.0 live CCB CEUs. Example: You can earn 12 live, CCB CEUs for a live, four-credit course with relevant subject matter.

Possible related subject areas 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, auditing and monitoring for compliance, response to compliance violations and corrective actions, HIPAA privacy, and complying with government regulators.

Publish an article in a publication

SCCE and HCCA's monthly magazines are written *by* compliance and ethics professionals *for* compliance and ethics professionals, and circulate to more than 12,000 compliance and ethics professionals across the globe. Write a 500 to 3,000 word article that addresses general compliance concerns, or that focuses on a particular segment and give the gift of deeper insight to your peers.

Authors of articles published in SCCE's *Compliance & Ethics Professional* magazine or HCCA's *Compliance Today* magazine receive 2.0 non-live CCB

CEUs per published article. The CCB also awards 2.0 non-live CEUs to an author of a published compliance-related article in any organization's education publication.

Contact the magazine acquisition and advertising editors for more information and submission deadlines. For SCCE's magazine, contact Liz Hergert, 952-405-7905 or liz.hergert@corporatecompliance.org. For HCCA's magazine, contact Margaret Dragon, 952-405-7937 or margaret.dragon@ corporatecompliance.org.

TIP SCCE's *Compliance & Ethics Professional* magazine is now a monthly publication rather than bi-monthly, which means you now can receive an additional 12 non-live CEUs for correctly completing this magazine's quizzes each year.

How to: Renew your CCB certification online

Screenshots below show SCCE's Application for Continuing Education Units, and HCCA's Certification Summary. Both websites will look and function in the same way.

1. Track your CCB CEUs progress online

You now can track your CCB CEUs online from submission to approval. Please note that if you are uploading CEUs to your online account, it takes up to 6 weeks before those CEUs are reviewed and approved or denied.

2. Ensure you have enough CEUs for renewal

In order to renew your certification, you must have 40 CCB CEUs logged and approved in your online CCB CEU account. Remember, 20 of those CEUs must have come from live events, and all must have been earned within your 24-month renewal period. Check your CEU progress by clicking on "My Certifications," then select your "Certification Summary."
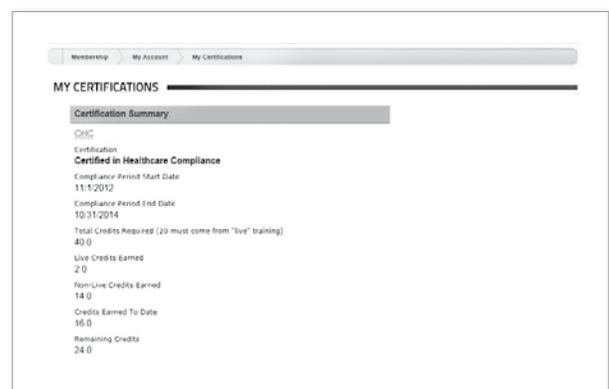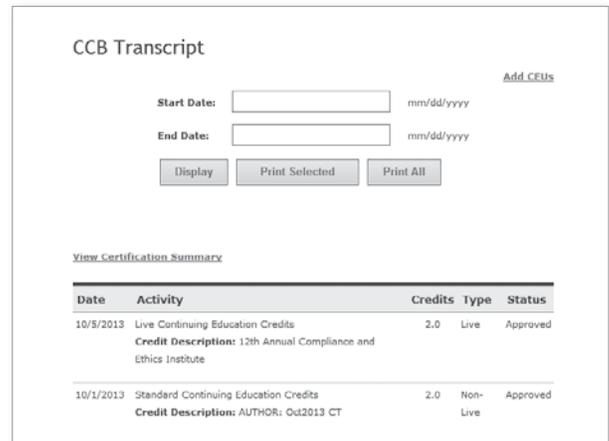
3. Ensure your certification renewal date is within 90 days

Renewal invoices are created up to 90 days in advance of one's renewal date provided that the CEU requirement has been met. For example if your renewal date is 3/31/2014, and you have met the CEU requirement as of 1/1/2014, you will be able to login online and see your renewal invoice anytime on or after 1/1/2014.

4. Login to your online account to submit your renewal fee

If renewing online, go to CCB's website, click on the certification you hold and then login to your SCCE or HCCA online account. Click on the "My Account" section, then "Certifications" and then "Renew Certifications." However, you also can mail or fax payment information to CCB.

* If you have any questions regarding your renewal period, fees, or CEUs please contact ccb@compliancecertification.org

CCB Transcript

Add CEUs

Start Date: _____ mm/dd/yyyy
End Date: _____ mm/dd/yyyy

Display   Print Selected   Print All

View Certification Summary

Date	Activity	Credits	Type	Status
10/5/2013	Live Continuing Education Credits **Credit Description:** 12th Annual Compliance and Ethics Institute	2.0	Live	Approved
10/1/2013	Standard Continuing Education Credits **Credit Description:** AUTHOR: Oct2013 CT	2.0	Non-Live	Approved

MY CERTIFICATIONS

Certification Summary
CHC
Certification
Certified in Healthcare Compliance
Compliance Period Start Date
11/1/2012
Compliance Period End Date
10/31/2014
Total Credits Required (20 must come from "live" training)
40.0
Live Credits Earned
2.0
Non-Live Credits Earned
14.0
Credits Earned To Date
16.0
Remaining Credits
24.0

Select "My Certifications" to access your "Certification Summary"

Under "Certifications" select "Renew Certification"

Look inside for:

▶ Ways to earn CCB CEUs on a shoestring budget

▶ New 'Code of Ethics' requirement

▶ How to renew your CCB certification

CCB Certification
Frequently Asked Questions

Q: I am looking to apply for a new compliance position, and my earned CCB credential may need to be verified. What do I need to do?

CCB verifies active credentials on a regular basis. If you have a current or potential employer looking to verify your credential, here is the policy CCB follows:

1. The request must be made in writing—email, fax or mail. Email inquiries can be sent to *ccb@compliancecertifcation.org.*

2. To process the request, a CCB certification specialist will contact the credential holder to authorize the release of the information; the authorization must be documented in writing.

3. CCB will respond in kind to the enquiring party once it has received your written authorization.

When contacting certification holders regarding authorizations for release of information, CCB uses the contact information in its database, which is also the information used to send courtesy renewal reminders or recertification information. Please be sure the contact information CCB has for you is the most up-to-date.

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