



# CCB Review

Issue 5 / April–June 2014

A NEWSLETTER FOR CERTIFIED COMPLIANCE PROFESSIONALS

## New format for Fellowship exams launched

Do you want to demonstrate your experience, wisdom, and investment in the compliance field and be seen as a leader in the profession? Have you held your CCB certification and been a member of SCCE or HCCA for a minimum of three years? If so, you may want to look into CCB's advanced compliance professional certifications.

The Certified in Healthcare Compliance-Fellow (CHC-F)<sup>®</sup> and the Certified Compliance & Ethics Professional-Fellow (CCEP-F)<sup>®</sup> allow you to build on your basic compliance certification and demonstrate your advanced knowledge in the profession, as well as help you distinguish yourself from your peers.

CCB's fellowship certifications have been redesigned and reformatted to better serve our future candidates. CCB's fellowship committees have been working diligently over the last year to reformat the fellowship exams from a simulation examination to a case study format. The new case study format is composed of multiple, job-related case studies. This modality of testing is much closer to real-life job scenarios in the compliance field.

If you think an advanced compliance certification is right for you, please visit the CCB website, [www.compliancecertification.org](http://www.compliancecertification.org), or contact [CCB@compliancecertification.org](mailto:CCB@compliancecertification.org) to learn more.

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## Apply for CHC-F or CCEP-F status

Applying for a CCB advanced certification is a multi-step process. Along the way, it can help you demonstrate an advanced level of knowledge and commitment to the compliance and ethics profession. Below we have listed many of the steps toward earning these advanced credentials. For a complete list of requirements, please review the CHC-F or CCEP-F *Candidate Handbook* and speak to a certification specialist to ensure you are aware of, and can meet, all requirements to sit for the exam.

### **Step 1.** Ensure your eligibility to take the exam.

Requirements include, but are not limited to:

- ▶ Actively hold a CCB certification for a period of at least three years (can be non-consecutive years).
- ▶ Have a minimum of 40 CCB CEUs on file earned within the prior two years, with a minimum of 20 of these CEUs being earned in the 12 months preceding the application date.
- ▶ Maintain a current SCCE/HCCA membership and at least three years documented as being a member of either organization (can be non-consecutive years).

- ▶ Provide documentation of a minimum of five years of experience in the compliance profession.
- ▶ Hold a bachelor's degree or higher, verified by certified transcript.

**Step 2.** Once you have submitted the "Application for Fellowship Status" and been deemed eligible by the Compliance Certification Board, you will have three years to complete the following requirements:

- ▶ Complete and pass the fellowship examination.
- ▶ Submit your fellowship project (see your handbook for details) to the Compliance Certification Board for review and approval no later than one year prior to the end of your three-year deadline.

**Step 3.** Once your proposed project has been approved by the Compliance Certification Board, and you have completed the project, you will present the project and your findings to CCB.

**Step 4.** The Compliance Certification Board will vote, and you will receive a decision as to your fellowship status.

## CONTACTING CCB

CCB certification specialists are available 8:00 AM–5:00 PM CST to assist you.

- ▶ Call 888-580-8373, 888-277-4977, or 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 at [www.compliancecertification.org](http://www.compliancecertification.org)

## EDITORIAL BOARD

EDITOR-IN-CHIEF: Roy Snell, CEO, SCCE & HCCA, CHC, CCEP-F, [roy.snell@corporatecompliance.org](mailto:roy.snell@corporatecompliance.org)

MANAGING EDITOR:  
Briana Gehring, 888-277-4977, [briana.gehring@corporatecompliance.org](mailto:briana.gehring@corporatecompliance.org)

DESIGN & LAYOUT:  
Sarah Anondson, 888-277-4977, [sarah.anondson@corporatecompliance.org](mailto:sarah.anondson@corporatecompliance.org)

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# Earning CEUs on a shoestring budget

## Read the HCCA or SCCE member magazines and take the CCB quizzes to earn CEUs

Earn half of the CEUs needed for CCB certification or renewal just by passing quizzes associated with HCCA and SCCE's member magazines. Membership in SCCE or HCCA is not required to complete these quizzes.

### ▶ Compliance Today



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)

### ▶ Compliance & Ethics Professional



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)

## Continuing Education Units 101

If you actively hold multiple CCB certifications (CHC, CHC-F, CHRC, CHPC, CCEP, CCEP-F, or CCEP-I), any approved continuing education you earn will count towards each certification to meet the CEU requirement for renewal. (Example: If you hold the CHC and CCEP and attend a conference worth five CEUs, the five CEUs will count towards both certifications within their respective renewal period.)

## Certification Fun Facts

- ▶ CCB has more than 6,500 individuals who actively hold one or more of its seven certifications.
- ▶ More than 1,800 CCB certifications were earned in 2013 alone.
- ▶ CHPC had a 30% increase in test takers from 2012 to 2013.

# How to: Check your renewal date and CEUs online

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

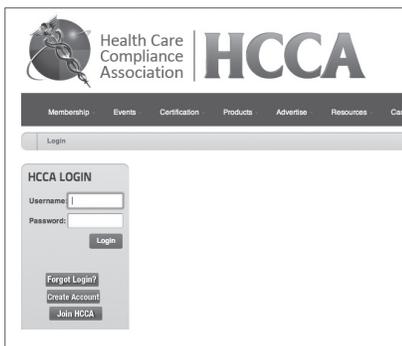
## 1. Go to [www.compliancecertification.org](http://www.compliancecertification.org) → My CEU Account

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.





Compliance Certification Board™  
6500 Barrie Road, Suite 250  
Minneapolis, MN 55435  
[www.compliancecertification.org](http://www.compliancecertification.org)

## *Look inside for how to:*

- ▶ Apply for a CHC-Fellowship or CCEP-Fellowship
- ▶ Earn CEUs: Read the associations' member magazines and take CCB quizzes
- ▶ Check your renewal date and CEUs online



## **CCB Certification** *Frequently Asked Questions*

**Q:** My renewal date is at the end of this month. The event I'm attending begins late in this month but doesn't end until the following month. Which renewal period do my CEUs fall into?

You have a couple of options in this situation; you can either apply credits towards your current renewal period or toward your next renewal period. Per CCB policy, CEUs for events like this cannot be split. First, figure out how many credits you need to earn to renew your certification.

- ▶ If you don't need any of the CEUs to renew, then you can simply submit the CEUs, noting the date that you completed the event. This way the CEUs will fall into your next renewal period and will help you start working toward the 40 you need for that period. (Example: Your renewal date is 3/31, and you attend an event that takes place 3/30 to 4/2. Simply note 4/2 as the date for CCB to assess credits, and they will go toward your next two-year renewal period).

- ▶ If you do need all or part of the CEUs earned from this event to renew your certification, then you can request on your submitted application that CCB use the credits you earned for your current renewal period. (Example: Your renewal date is 3/31, and you are attending an event that takes place 3/30 to 4/2. Simply note on your submitted application, "Apply to current renewal period.")

Keep in mind that CEUs earned up to, and including, your renewal date cannot be moved into your next certification renewal period, even when they exceed the 40 CEUs required for renewal.

For more FAQs, go to [www.compliancecertification.org](http://www.compliancecertification.org) → Candidates' FAQ