## CCB website being updated

The Compliance Certification Board is working on updating the *compliancecertification.org* website. The changes will make the website easier to navigate and give you new information to help you with your certification in a format that best works for you.

Check out the new look of the CCB website, and get excited for more to come. CCB will continue to add new features and information regarding your certification to make it easier for you to maintain, attain, and learn more about all of our certifications.

The new website will include:

▶ Easier to navigate pages

▶ Answers to more of your most commonly asked questions

▶ Certification infographics

▶ Video tutorials on maintaining your certification

▶ Past issues of *CCB Review*

▶ Earning CCB CEUs on a shoestring budget

▶ An explanation on how to add CEUs online and other "How-to" instructions

▶ Learning information relevant to your CCB certification
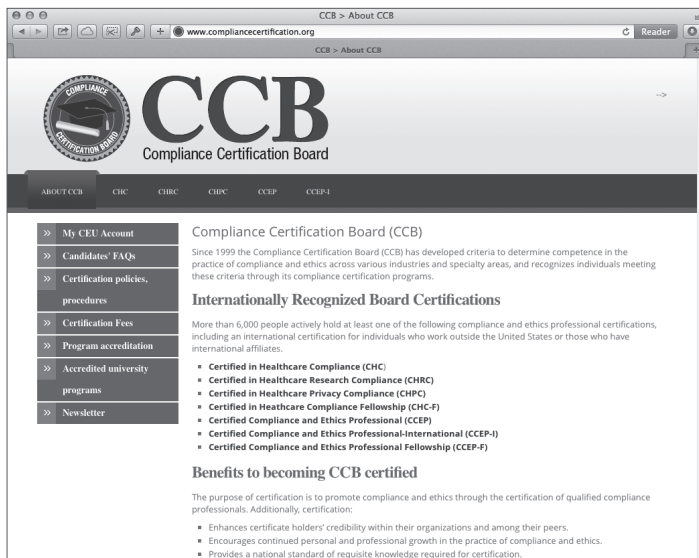
Certification fun facts

▶ More than 115 individuals sat for the CCEP and CCEP-I exams following SCCE's 2014 Compliance & Ethics Institute.

▶ Brazil recently had the largest post-Academy exam administration of any Compliance Certification Board (CCB)® exam, with a total of 68 candidates!

▶ June 2014 was the summer month with the most test candidates (258), beating August by just 1 person!

Continuing Education Units (CEUs) 101

When submitting continuing education attendance certificates via email or fax, please be sure to include your name on the certificate prior to sending it in to *CCB@compliancecertification.org*.

When submitting an Individual Accreditation application (IND) to get credit for education from an outside organization, be sure to submit one IND application per event or activity. This allows for quicker approval and assessment of your credit-worthy CEUs.

Earning CEUs on a shoestring budget

Guest commentate on SCCE or HCCA's social networks: SCCE*net* and HCCA*net*

Spend a week guest commentating on one of the social networks and earn up to 10.0 live CCB CEUs (2.0 per day for 5 days) at no additional cost. There are numerous social groups and topics to choose from. Find one that you feel could benefit from your area of expertise and earn some CEUs.

Guest commentating spots are available for members and non-members alike and include posting one pre-approved discussion topic per day for a week and responding to posts. It's a great way to get involved and earn live CEUs for renewal.

Contact CCB for more details or to submit your suggested topic for the week.

Presenting or speaking on a compliance-related topic at an SCCE/HCCA conference or another organization's event?

Don't forget to claim your CEUs when presenting compliance and ethics-related topics (see applicable subject areas below).

▶ **For presenting at an SCCE/ HCCA event**

SCCE and HCCA hand out CEU applications at every event to all attendees and speakers. Simply fill out your CEU application, making sure to note the session in which you spoke. CCB will be sure to add in the applicable amount of CEUs.

▶ **For presenting at an event put on by an organization outside of SCCE/HCCA**

To claim CEUs earned for presenting on a compliance-related topic outside of SCCE/HCCA events, simply fill out an Individual Accreditation application or submit the online form (see page 3, "How to," for instructions). Be sure to include the required back-up documentation (agenda, handouts, attendance certificate, etc.) and fill out all portions of the form for review and credit assessment.

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, 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.

How to: Submit CEUs from outside events and organizations

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

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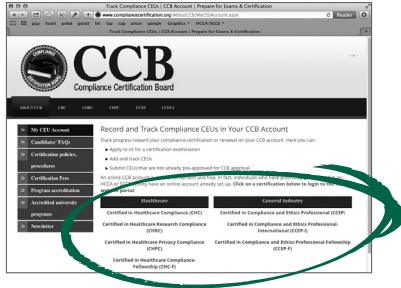
2. Login to your HCCA or SCCE free online password-protected account

Any individual who has previously participated in an HCCA or SCCE activity has a free password-protected account already set up.
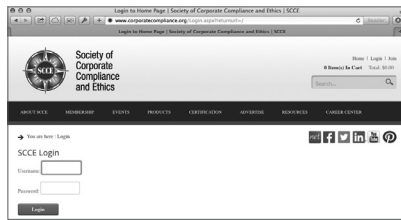
3. Click on "Add CEUs" in the Certification heading of the My Account page

You will be automatically directed to the "My Account" section once you have logged in. This area is specific to you and includes certifications you hold, events you have registered for, and other transactions.
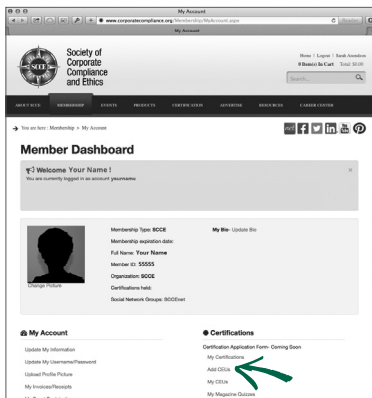
4. Click on the "Submit an Individual Accreditation application (from an outside organization)" section

You must submit CEUs earned from outside events and organizations (that weren't previously pre-approved by CCB) via the Individual Accreditation application.
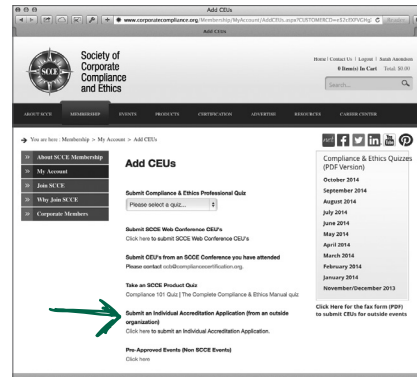
5. Complete and submit the online Individual Accreditation application

Select the activity type, enter the event details, and attach documentation from the activity, like the agenda and slides. This information helps the CCB certification specialist evaluate and make a determination on CEUs awarded.

Note: Submissions can take up to six weeks to be reviewed. During this time, these CEUs will be noted as "Pending" in your online account.
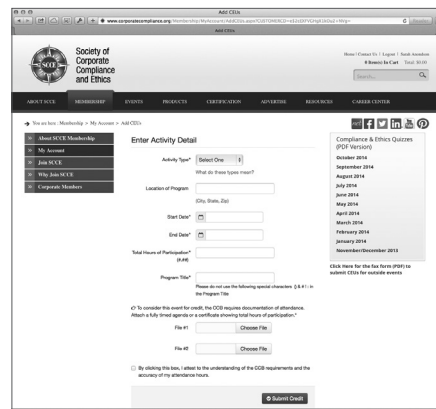
Look inside for how to:

▸ Claim your CEUs for being a guest commentator on SCCE or HCCA's social networks

▸ Claim your CEUs when presenting compliance and ethics-related topics at an event

▸ Submit CEUs from outside events and organizations

CCB is updating its certification website

The updated website will make it easier to find the information you need on your certification, including how to earn CEUs.

And coming soon, you'll find video tutorials answering your important certification questions!

www.compliancecertification.org