



CCEP Event Examination Application

Special paper-and-pencil administration of the Certified Compliance & Ethics Professional examination

SCCE Basic Compliance & Ethics Academy | New Orleans, LA
Thursday, March 14, 2013 from 3:00 – 5:00 pm

The application deadline is Monday, March 4, 2013.

After this date, you must contact CCB to register for the exam offered at this event.

A CCB certification specialist will review and process your exam application within five business days. Once a candidate receives confirmation of exam eligibility from CCB, the exam must be taken within 12 months, provided the 20 CCB CEUs earned to sit for the exam are valid at the time the candidate takes the exam.

Please complete the online Examination Application form at www.corporatecompliance.org, or send this completed Examination Application and fees to:

mail: Compliance Certification Board, 6500 Barrie Road, Suite 250, Minneapolis, MN 55435, U.S.

fax: 952-988-0146 | **email:** ccb@compliancecertification.org | **phone:** 888-277-4977 or +1 952 933 4977

1 PERSONAL INFORMATION

*Last Name, First Name, and Middle Name

Date of Birth

SCCE Member ID

*Have you been convicted of a felony? Yes No

Employer

Job Title

*Preferred Mailing Address: Home Work (score reports will be sent to this address)

*Telephone

Fax

*Email (confirmations will be sent to this address)

*DENOTES REQUIRED FIELD

2 WORK EXPERIENCE

Please select the classification that best describes your professional experience. You must meet one of these classifications in order to fulfill the professional experience requirement for certification. CCB staff is unable to determine this for you. Please see the *CCEP Candidate Handbook* for more information on determining your work experience classification.

- Active Compliance Professional:** Has a minimum of one year of full-time work experience in compliance, with at least 50 percent of job duties dedicated to compliance and ethics, namely those tasks reflected on the exam "Detailed Content Outline."
- Allied Compliance Professional:** Has at least 1,500 consecutive hours of work experience in a compliance-related position (hours obtained must be within the last two years); duties should include those reflected on the exam "Detailed Content Outline."
- Student:** Has successfully completed a certificate program from a CCB-accredited university program within the last two years. Please attach the certificate of completion given by your accredited university, or provide your university transcripts.

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3 CONTINUING EDUCATION

In order to sit for the examination, you must submit documentation of 20 CCB continuing education units, of which 10 must have come from “live” training events, and must have been earned within the 12-month period preceding the exam date.

CEUs can be earned from programs outside SCCE and HCCA events and activities. You can submit these outside programs for CCB CEU approval using the online or paper Individual Accreditation Application form. Please see the *CCEP Candidate Handbook* for more information on obtaining outside CEUs for your CCB certification.

- Please check here if you will be attending an SCCE Basic Compliance & Ethics Academy to earn the required 20 CCB CEUs.

Please list below any additional CEUs earned, if they are not already on file with CCB.

Code	Title	Date	Credits
TOTAL CREDITS SUBMITTED			

All continuing education submissions are subject to audit. Intentional or willful non-compliance with continuing education requirements may be considered grounds for disqualification from the examination or revocation of certification in accordance with CCB policy.

4 FEES

Please include all fees with your application. All checks should be made payable to “Compliance Certification Board.” Funds from international countries should be submitted in U.S. dollars. For wire transfer details, email ap@corporatecompliance.org.

No refunds are issued to candidates who need to cancel their exams. Candidates may reschedule within 12 months of receiving exam eligibility, provided their CEUs have been earned within 12 months of the new exam date. See the *CCEP Candidate Handbook* for other fees that may be associated with the examination, payment methods, and CCB’s full refund policy.

CCEP EXAMINATION APPLICATION FEE

- SCCE or HCCA Member: \$250 **OR** Non-member: \$350

PAYMENT METHOD

- Check
 I authorize the CCB to charge my credit card (choose below):
 American Express MasterCard Visa

 Credit Card Account Number

 Credit Card Expiration Date

 Cardholder’s Name

 Cardholder’s Signature

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5 ACKNOWLEDGMENTS

Please initial the check box attesting that you have read and understand the CCB examination policies, and sign and date the form. Applications submitted without this section completed will not be accepted.

I have read and understand the policies and procedures in the *CCEP Candidate Handbook*.

By signing below, I attest that I have read and understand the material and policies included in the CCB's *CCEP Candidate Handbook*. I further attest that all information included on this application and in the supporting documentation is true and correct. I acknowledge that if any of the information supplied is shown to be incorrect, I may be subject to prohibition from the examination and/or revocation of certification in accordance with CCB policy. I authorize CCB to conduct a background check at its discretion.

Signature

Date

6 DESCRIPTIVE INFORMATION

This information is optional and will be used to help CCB evaluate its program.

A. How long have you been in the corporate compliance and ethics field?

- 1–3 years
- 3–5 years
- 5–10 years
- 10 years or more

B. How many employees are in your organization?

- Fewer than 20
- 20–99
- 100–249
- 250–499
- 500–999
- 1,000–2,499
- 2,500–4,999
- 5,000–9,999
- 10,000–24,999
- 25,000–49,999
- 50,000–99,999
- 100,000 or more

C. What is your total annual company revenue?

- Less than \$20 million
- \$20–\$49 million
- \$50–\$99 million
- \$100–\$249 million
- \$250–\$499 million
- \$500–\$999 million
- \$1–\$2 billion
- More than \$2 billion

D. Do you consider your organization to serve a single state, multiple states, the entire United States, or a global organization?

- Single state
- Multiple states
- Entire United States
- Global

E. What best describes your job?

- CEO
- CFO
- Ethics Officer
- Attorney (in-house counsel)
- Attorney (private practice)
- Human Resources
- Consultant
- Administration
- Other _____

F. Gender

- Male
- Female