Certified Compliance Professional (CCP) Application

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Health Ethics Trust

The Health Ethics Trust (HET), a division of the Council of Ethical Organizations, has offered compliance professional certification (Certified Compliance Professional: CCP) since the Trust's inception in 1995. The Council itself has certified compliance professionals since 1988, including healthcare compliance professionals. The goal of the Trust's certification program is to promote professionalism and competence throughout the healthcare compliance community.

The Trust's certification process in overseen by the Education Committee of the Council of Ethical Organizations. This is an independent, voluntary committee of experienced compliance professionals from around the country. Members of this committee oversee changes to the HET certification process as well as reviewing applications for HET certification.

Compliance professionals who wish to complete the certification process must earn a total of 100 points in the identified categories within a three year period to qualify.

Part I	Compliance Related Experience	30 – 150	POINTS
Part II	Educational Background	30 – 100	POINTS
Part III	Related Education	30 – 100	POINTS
Part IV	Essay Examination	10	POINTS

There is an application fee of $150.00 to process each certification application. This fee is waived for organizations that are members of the Health Ethics Trust and Council of Ethical Organizations.

Part I:
COMPLIANCE RELATED EXPERIENCE (30 - 150 POINTS)

1. Applicant must have a minimum of 30 points in Part I, Compliance Related Experience area.
2. Applicant must have a minimum of one-year active compliance experience to apply.
3. A letter of recommendation from the applicant's sponsor is required.*

* For example, this could be either the candidate's immediate supervisor or a member of the board committee to which the compliance function reports.

1. Recommended by a sponsor with a Certified Compliance Executive (CCE) credential.
   From: To:
   Years in position: x 50 = _____ Points

2. Recommended by a sponsor with a Certified Compliance Professional (CCP) credential.
   From: To:
   Years in position: x 40 = _____ Points

3. Recommended by a sponsor.
   From: To:
   Years in position: x 30 = _____ Points

SUBTOTAL Related Experience Points (30 point min): _____ Points

Part II:
EDUCATIONAL BACKGROUND (30 – 100 POINTS)

1. Applicant must have a minimum of 30 points in Part II, Education Background area.
2. Only highest degree earned may be used toward your total score.

Note: HET reserves the right to ask applicant to verify education.

ASSOCIATE'S DEGREE OR EQUIVALENT – 30 POINTS _____ Points
Institution:
Location:
Date:

BACHELOR'S DEGREE OR EQUIVALENT – 50 POINTS _____ Points
Institution:
Location:
Date:

MASTER'S DEGREE – 75 POINTS _____ Points
Institution:
Location:
Date:

DOCTORATE DEGREE – 100 POINTS _____ Points
Institution:
Location:
Date:

SUBTOTAL Educational Background Points (30 point min): _____ Points

Part III:
CONTINUING EDUCATION (30 – 100 POINTS)

HET's Certification Intensive Course - 30 points
8 points – full day
4 points – half day
1 point – hour

1. Applicant must have a minimum of 30 points in Part III, Related Education area. Applicants must obtain 16 of the 30 points through courses offered by the Council and/or HET. The maximum number of points allowed for attending audioconferences is 8 points.
2. All courses and audioconferences sponsored by the Council of Ethical Organizations and Health Ethics Trust are valid for the certification program.
3. If you are submitting courses and audioconferences sponsored by other organizations, please provide a descriptive overview of the course or audioconference as well as the sponsor and course title. Each will be evaluated by the Education Committee for eligibility.
4. All continuing education points must be directly related to the compliance field.

Please use additional pages if necessary.

Sponsor: _____ Points
Title of Program:
Date(s):
Number of Hours:

Sponsor: _____ Points
Title of Program:
Date(s):
Number of Hours:

Sponsor: _____ Points
Title of Program:
Date(s):
Number of Hours:

Sponsor: _____ Points
Title of Program:
Date(s):
Number of Hours:

SUBTOTAL Continuing Education Points (30 points min): _____Points

Part IV:
ESSAY EXAMINATION (10 POINTS)

Once an applicant has 90 qualified points, the applicant may request the Essay Examination. The Essay Examination is evaluated on a pass/fail basis by the Education Committee.

1. The response to an essay shall not exceed 500 words. Generally, an applicant is asked to answer two questions.
2. Topics on this list are examples. Actual questions are selected for each candidate.

Sample Topics.

1. As Compliance Officer, describe how your involvement has improved compliance in medical research and/or the IRB in your organization.
2. As Compliance Officer, describe how your involvement has improved compliance with Sarbanes-Oxley or equivalent governance standards.
3. What are the pros and cons of emphasizing ethics and values as the cornerstone of your compliance program?

SUBTOTAL Essay Examination Points (10 points min): _____Points

Please record your subtotal number of points from each section here:

Part I - Compliance Related Experience (30 – 150 POINTS) _____

Part II - Educational Background (30 – 100 POINTS) _____

Part III - Related Education (30 – 100 POINTS) _____

Part IV - Essay Examination (10 POINTS) _____

TOTAL POINTS (100 Points Required for Certification): _____

I verify that all information provided is accurate to the best of my knowledge.

SIGNATURE: _____

Application checklist – Are you ready to submit?

- ❑ Completed application form
- ❑ Brief introductory/cover letter
- ❑ Letter of recommendation
- ❑ Resume/summary of work experience
- ❑ One copy of the entire application
- ❑ Application fee $150 (Non-members only)

Where do I send my application?

Please submit applications online at www.healthethicstrust.com/ccpsubmission, email documents to drreardon@corporateethics.com or send one copy of the application to the following address:

Attn: Daniel Reardon
Council of Ethical Organizations
Health Ethics Trust Division
214 South Payne Street
Alexandria, VA 22314

Questions or further information:

For further information, please contact HET at 703-683-7916 or send an email to drreardon@corporateethics.com.