

HEALTH ETHICS TRUST

CERTIFIED COMPLIANCE PROFESSIONAL (CCP) & EXECUTIVE (CCE)

RE-CERTIFICATION REQUIREMENTS & APPLICATION

Health Ethics Trust
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HEALTH ETHICS TRUST

REQUIREMENTS

The Health Ethics Trust (HET), a division of the Council of Ethical Organizations (CEO), has offered compliance professional certification (Certified Compliance Professional: CCP) since the Trust's inception in 1995. The Trust introduced an advanced certification (Certified Compliance Executive: CCE) in 2006. The goal of the Trust's certification programs is to promote professionalism and competence throughout the healthcare compliance community.

The Trust's certification process is 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 certifications and renewals.

In 2002, the Education Committee and HET implemented a continuing education requirement for maintaining certification. This means that all HET CCPs and CCEs who wish to maintain their certification must meet the continuing education requirements over a defined period of time. (The only exception is for individuals who retire while currently certified). This stipulation was introduced because the Trust believes that the field of ethics and compliance is evolving rapidly and that continuing education is important to meet the growing challenges in the field of compliance/ethics.

Compliance professionals who wish to maintain their certification must complete certain requirements and obtain 40 points in specified sections within 3 years of their initial certification or last re-certification.

Applicants must obtain 24 of the 40 points through work experience **AND** courses offered by the Council and/or HET. Additional points must be earned in these or other categories. Use this application form to provide the information needed to verify your satisfaction of these requirements. (See the specific criteria within each section for detailed information about each requirement.)

Part I - Compliance Work Experience 8 POINTS (Minimum)

Part II - Continuing Education – CEO/HET 16 POINTS (Minimum)

Part III - Additional Points 16 POINTS (Minimum)

There is an application fee of \$150.00 to process each re-certification application. This fee is reduced to \$75 for employees of organizations that are members of the Health Ethics Trust and/or Council of Ethical Organizations.

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Part I:

COMPLIANCE WORK EXPERIENCE

8 POINTS (Minimum)

Continuing or ongoing work experience in a position where compliance and/or ethics is a primary responsibility

Criteria:

- Submission of a written summary (of sufficient length) of the applicant's scope of work to demonstrate continuing responsibility for compliance and/or ethics program development and/or management since last certification.
- Submission of related work product to which the applicant has made a substantial contribution (e.g., policies and procedures, code of conduct, training materials, other supporting documents). These sample work products should demonstrate the applicant's ability to do the work of compliance and/or ethics with competence and distinction.
- Submission of a resume detailing the applicant's background and compliance/ethics relevant experience.

8 Points will be rewarded if the criteria is met

Work experience after initial CCP or CCE Certification

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____

State: _____

Zip: _____

Telephone: _____ - _____ - _____

Email: _____

From: _____ To: _____

Years in position: _____

SUBTOTAL: Compliance Work Experience (8 Point Minimum): _____ Points

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PART II:

CONTINUING EDUCATION - CEO/HET

16 POINTS (Minimum)

Attendance at Council or Health Ethics Trust courses

Criteria:

- Completion of CEO/Health Ethics Trust courses within a three-year period.
- Each 1 day course equals 8 points.
- Must complete a minimum number of 16 points in this category for re-certification.
- Applicant may obtain 32/40 points within this category.
- Points cannot be received for repeated attendance at the same program (with the exception of the annual Healthcare Best Compliance Practices Forum where a maximum of two attendances will be awarded points).

Attendance at HET Audioconferences

Criteria:

- Each audioconference is approximately 2 hours and is worth 2 points.
- Maximum number of points allowed for attending audioconferences is 8 points.

Please list all course work on this page and use additional pages if necessary.

Sponsor: CEO/Health Ethics Trust _____ Points

Title of Program:

Date(s):

Number of Hours:

Sponsor: CEO/Health Ethics Trust _____ Points

Title of Program:

Date(s):

Number of Hours:

Sponsor: CEO/Health Ethics Trust _____ Points

Title of Program:

Date(s):

Number of Hours:

SUBTOTAL: Continuing Education - CEO/HET (16 Point Minimum): _____ Points

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PART III:

ADDITIONAL POINTS:

16 POINTS (Minimum)

The 16 points (minimum) required in Part III can be earned through either, *a.) Continuing Education from other Organizations, b.) Compliance Community Involvement, or c.) Further CEO/HET Education that exceeds 16 points in Part II.*

a.) Continuing Education from other Organizations

Attendance at relevant compliance or ethics courses offered by another organization

Criteria:

- Each course is based on total hours. Example: one day/8 hours is worth 8 points or one half-day/4 hours is worth 4 points.
- Demonstration of completion is required.
- The course must be presented by an organization qualified to present compliance and ethics-related educational courses.
- A copy of the agenda and relevant course materials must be submitted.
- The credentials (resume, CV) of the presenter(s) must be submitted (with exceptions for recognized authorities).

Please list all course work on this page and 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:

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PART III: CONTINUED **ADDITIONAL POINTS:**

b.) Compliance Community Involvement

Presentations/Teaching

Criteria:

- Each hour of each presentation is worth 1 point.
- Bibliography and relevant course materials must be submitted.
- Development or significant participation in the development of and delivery of internal compliance and ethics-related teaching or training is worth up to 2 points.

Compliance Related Publication

Criteria:

- Each publication is worth up to 4 points.
- Publication of a substantive article or chapter on a topic related to compliance and/or ethics in a recognized industry or academic publication.
- Requires submission of a copy of the article or chapter, as published.

Participation in regional or national professional group/association related to compliance and ethics

Criteria:

- Each membership is worth 2 points.
- Membership examples include: Health Ethics Trust Organizational and Individual Membership, Council of Ethical Organizations Membership, Ethics and Compliance Officers Association.

Please list all compliance community involvement on the following page and use additional pages if necessary.

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PART III: CONTINUED
ADDITIONAL POINTS:

b.) Compliance Community Involvement (continued)

1. Presentations/Teaching:

Sponsor:
Title of Program:
Date(s) of Program:
Number of Hours: x 1 = _____ Points

2. Compliance Related Publication:
(Provide a copy of each publication. Points to be determined by HET Education Committee.)

Name of Publication:
Sponsor:
Title of Paper:
Date(s) of publication: _____ Points

3. Participation in regional or national professional group/association related to compliance and ethics:

Name of Committee:
Name of Organization:
From: To: x 2 = _____ Points

SUBTOTAL: Additional Points (16 Point Minimum _____ Points)

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

Part I - Compliance Work Experience (8 Point Minimum): _____

Part II - Continuing Education – CEO/HET (16 Point Minimum): _____

Part III - Additional Points (16 Point Minimum): _____

TOTAL POINTS (40 Points Required for Re-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
- Resume
- Summary of Work Experience
- Supporting Documents
- One copy of the Entire Application
- Application Fee \$150 (Non-members) or \$75 (Members)

Where do I send my application?

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

Attn: Cindy Butler

Council of Ethical Organizations
Health Ethics Trust Division
1727 King Street, Suite 300
Alexandria, VA 22314

Questions or further information:

For further information, please contact HET at 703-683-7916 or via email to cbutler@corporateethics.com