

# HEALTH ETHICS TRUST



## CERTIFIED COMPLIANCE PROFESSIONAL (CCP) APPLICATION

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# HEALTH ETHICS TRUST

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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 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 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 *organizational* members of the Health Ethics Trust. For individual members of the Trust, the application fee is reduced to \$75.00.

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## Part I:

### COMPLIANCE RELATED EXPERIENCE

(30 - 150 POINTS)

1. Applicant must have a minimum of 30 points in Part I, Compliance Related Experience.
2. Applicant must have a minimum of one-year active compliance-related 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

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## Part II:

### EDUCATIONAL BACKGROUND

(30 - 150 POINTS)

1. Applicant must have a minimum of 30 points in Part II, Educational 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.

**ASSOCIATES 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 points min):**

\_\_\_\_ Points

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## Part III: CONTINUING EDUCATION

**(30 - 150 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. Applicants must obtain 16 of the 30 points through courses offered by HET. The maximum number of points allowed for attending audioconferences is 8 points.
2. All courses and audioconferences sponsored by the 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.
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**

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## 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**

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**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):**

\_\_\_\_\_ **Points**

*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); Free for Organizational members: \$75 for individual members.

## **Where do I send my application?**

Please submit applications via email to [mpastin@corporateethics.com](mailto:mpastin@corporateethics.com) or send one copy of the application to the following address:

Attn: Mark Pastin  
Health Ethics Trust  
7205 Regent Drive  
Alexandria, VA 22307

## **Questions or further information:**

For further information, please contact HET at 703-683-7916 or send an email to [info@corporateethics.com](mailto:info@corporateethics.com).