

Event Accreditation Application

The Compliance Certification Board welcomes applications for event accreditation for CCB Continuing Education Units from organizations that provide compliance and ethics education and training. If approved, CCB CEUs may be used toward any one of the seven CCB Certifications. Upon accreditation approval, CCB will issue the sponsor a master certificate, which should be given to event participants. Any certificate other than CCB-issued master certificate may not be accepted as documentation of earned CCB CEUs. Allow up to six weeks for a CCB certification specialist to review and process.

Complete this Event Accreditation Application form and send with supplemental materials and applicable fees to:

Mail: Compliance Certification Board, 6462 City West Parkway, Eden Prairie, MN 55344, USA **Fax:** 952-988-0146

Questions: Email: ccb@compliancecertification.org **Phone:** +1 952 933 4977 or 888 580 8373

CONTACT INFORMATION

* Sponsoring Organization

* First Name

*Last Name

* Address

*Email

*Phone

EVENT INFORMATION ONE Event Accreditation Application must be completed and submitted to CCB for EACH event.

*Event Title

*Start Date

*End Date

*Location

*Exact web address for event listing accreditation information

**DENOTES REQUIRED FIELD*

☐ Additional dates and locations for this same event will be offered

(Please complete and attach the CCB form for Additional Events Dates & Locations. It must accompany this application)

EVENT FORMAT

☐ Live In-Person ☐ Live Web Conference ☐ Self-Study | Recorded | On-demand | e-Learning

TOPIC AREAS

Check all that apply

- ☐ 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 Implementation
- ☐ OTHER: _____

OFFICE USE ONLY

Event Code

CCB CEUs

- ☐ Materials
- ☐ Certificate
- ☐ Receipt/Invoice
- ☐ Filed
- ☐ Confirmed

TOTAL HOURS

Total clock hours of educational activity spent in session per

Multiply the above clock hour number by "1.2" to get your CCB CEU Total.

**Estimated total clock hours of educational activity spent in session per program (Note: CCB will award 1.0 CCB CEU per 50 minutes of qualifying content excluding non-educational activities, meals, and breaks.)*

SUPPLEMENTAL MATERIALS

Provide comprehensive details about event topics, speakers, date, time and location. Attach a complete and finalized agenda/invitation, any marketing materials or publicity pieces available. If the event is offered more than one time, and within 12 months of initial event date and location indicated on the application, attach the CCB form for Additional Event Dates & Locations.

FEES

Due to PCI Compliance, please do not provide any credit card information via email.

Applicants may be subject to a \$50 fee for any changes or updates made to CCB-approved events within 12 months of the initial event date.

If CCB cannot contact this organization with the contact information on this application, within five business days, this application will be discarded and reapplication will be necessary.

EVENT ACCREDITATION APPLICATION FEE

Application fee.....\$200

CEU Increase Fee (for submissions requesting more than 10 CCB CEUs)

For every 10 CCB CEUs being requested over the initial 10 included in the base application fee, a \$50 added fee will apply. Example, a submission requesting 25 CCB CEUs would be charged an additional \$100 fee.

Additional event/format offering(s) \$100 X =

Total Amount Due

PAYMENT METHOD

Mail the completed application and payment to:

CCB, 6462 City West Parkway, Eden Prairie, MN 55344, USA

Fax to: 952-988-0146

Application and related fees are due upon application submission and is non-refundable

☐ Check enclosed payable to CCB

☐ I am emailing this application. Please call me for credit card payment details.

☐ I authorize the CCB to charge my credit card (choose below):

☐ American Express ☐ MasterCard ☐ Visa ☐ Discover

☐ Wire transfer payment

Credit Card Account Number

Credit Card Exp. Date

CVV Code

Billing Postal/Zip Code

Cardholder's Name

Cardholder's Signature

ACKNOWLEDGEMENTS

Please read and check the boxes below regarding your understanding of CCB event accreditation policies & procedures. All three items below must be checked for CCB to process this application.

☐ No alterations of any kind may be made by sponsors to forms or certificates as approved and issued by CCB.

☐ If there are any changes to this event, including the addition or cancellation of dates, changes to content, changes to timing, or changes to location, you must notify CCB immediately or the approval may be invalidated. An additional event application and/or fees may be required to process changes or updates.

☐ If event is approved, all approval documents must be sent to every attendee seeking CCB CEUs. No fees may be charged for those seeking CCB CEUs for their attendance of your approved event.

By signing below I certify that I have read and understand the Compliance Certification Board Event Accreditation Guidelines. Noncompliance with CCB guidelines as issued to the sponsor/sponsoring organization is grounds for CCB to withdraw current and future approvals as applicable. I further certify as a representative of the sponsoring organization that the sponsoring organization will cooperate with CCB in all administrative functions related to the accreditation of this event and its subsequent recognition as an event fulfilling education requirements for CCB certification.

Signature

Date