



**Compliance Certification Board**  
**Certified Compliance & Ethics Professional® (CCEP®)**



**EXAMINATION APPLICATION**

**Become a Certified Compliance & Ethics Professional® at the  
 2012 Compliance & Ethics Institute**

**Wednesday, October 17th from 2:00 – 4:00 pm**

**Special Paper-and-Pencil Administration  
 of the Certified Compliance & Ethics Professional® (CCEP®) Examination**

*The deadline for receipt of applications is Thursday, September 13th 2012*

To register for the examination after this date please contact SCCE at +1 952 933 4977

To apply for the SCCE-CCEP® Examination, complete the information as required and mail or fax this form with the examination fee payable to:

**Applied Measurement Professionals, Inc. ■ 18000 W. 105th Street ■ Olathe, KS 66061-7543  
 Voice: 888/519-9901 ■ 913/895-4600 ■ Fax: 913/895-4651 ■ E-mail: info@goAMP.com**

**AMP will process your exam application within 10 business days.**

**Applications received without payment will not be processed within this time frame**

A candidate who fails to reschedule an examination within four business days of the scheduled testing session or who fails to report for an examination may reapply for examination by paying the rescheduling fee (see Candidate Handbook). The examination must be rescheduled within 90 days of the date of the originally scheduled testing session. A candidate who does not reschedule an examination within the 90-day period must reapply for the examination by submitting a new application and full examination fee.

**Please ensure all information provided is accurate to prevent delays in receiving information concerning the examination.**

**SECTION 1 – PERSONAL INFORMATION**

Name \_\_\_\_\_  
 Last First Middle

DOB \_\_\_\_\_ SCCE Member # \_\_\_\_\_ Have you been convicted of a felony? Yes No

Employing Organization \_\_\_\_\_

Title \_\_\_\_\_ Preferred Mailing Address:  Work  Home

Employer Address \_\_\_\_\_  
 \_\_\_\_\_

Home Address \_\_\_\_\_  
 \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**SECTION 2 – EXPERIENCE**

Please indicate which of the two criteria below you are meeting to fill the professional experience requirement for certification:

**Active Compliance Professional**  
 Have a minimum of one year of full-time work experience in compliance and ethics, with at least 50 percent of job duties dedicated to compliance and ethics, namely, those tasks reflected in the exam content outline.

**Allied Professionals**  
 Have a minimum of 1,500 hours of work experience in compliance and ethics, performing tasks reflected in the exam content outline, obtained over a period not to exceed two years.  
 If experience is with an employing organization or organizations other than your current employer listed above, please indicate their name and phone number here:  
 \_\_\_\_\_

**Student**  
 Students who compete the compliance coursework from an SCCE accredited university program.

## SECTION 3 – CONTINUING EDUCATION

Please fill out the table below, indicating the program code, title, date and number of credits for each program, article, product or presentation you are submitting to fulfill the continuing education requirement for certification.

Candidates for certification must submit documentation of twenty (20) SCCE-CCEP continuing education credits received in the twelve-month period preceding the date of application.

- If attending Academy, 20 Continuing Education Units covering all ten content areas are fulfilled. Go to Section 4  
 If not attending Academy, please fill out Section 3.

At least two credits must be documented in each Content Subject Area (see list below). Please refer to your certificates to determine subject matter addressed in each accredited activity.

- 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
- Complying with Government Regulations

Code	Title	Date	Credits
Total Credits Submitted			

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

## SECTION 4 – FEES

Please include all fees with your application. Please note we are unable to accept personal checks. Please submit money order, cashier's check, or credit card information in the space provided. Checks may be made out to **Applied Measurement Professionals**. AMP will charge a \$25 fee to candidates providing a declined credit card.

- SCCE Member \$250 **OR**  Non-member \$350

Payment Form  Cashier's Check  Money Order  Credit Card ( ) Visa ( ) Mastercard ( ) Amex

# \_\_\_\_\_ Exp. Date \_\_\_\_\_

No Refunds will be issued to candidates who need to cancel their exam. Candidates may re-schedule within 6 months of their original scheduled date as long as the continuing education units submitted for the exam requirements were obtained within 12 months of the new exam date. The re-scheduled exam will be covered by the original exam fee paid.

## SECTION 5 – 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 to under 3 years
- 3 to under 5 years
- 5 to under 10 years
- 10 years or more

**B. How many employees are there where you work?**

- Less than 5
- 5 – 9
- 10 – 24
- 25 – 49
- 50 +

**C. What is the 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 company to serve a single state, multiple states, the entire U.S., or global.**

- Single State
- Multiple States
- Entire U.S.
- Global

**E. What best describes your job?**

- Compliance Officer
- Ethics Officer
- Compliance & Ethics Officer
- Attorney (In-house Counsel)
- Attorney (Private Practice)
- Administrator/CEO/COO
- Consultant
- Other \_\_\_\_\_

**F. Gender**

- Male
- Female

**G. Do you consider yourself...**

- White/Caucasian
- American Indian
- Black/African American
- Asian
- Hispanic
- Other

## SECTION 6 – CERTIFICATION

By signing below I attest that I have read and understand the material and policies included in the 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 SCCE policy. I authorize SCCE to conduct a search of my criminal background (if any).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date