CCB-Accredited University C & E Program FAQ for Students and Faculty

How do students apply for a CCB certification exam?
Students will need to complete the CCB exam application, noting they are taking the exam via the “Student Option.” In addition to the exam application students will also need to submit their letter or certificate of completion that confirms they completed the program (and with the requisite 3.0 GPA as required by CCB to sit for our exams).

- Students may apply using the application found within the Candidate Handbook or online using the links below
  - [www.corporatecompliance.org/apply-exam](http://www.corporatecompliance.org/apply-exam)
  - [www.hcca-info.org/apply-exam](http://www.hcca-info.org/apply-exam)
- The letter or certificate of completion from the university must be signed off on by the program manager/director/etc. This letter needs to be on university letterhead but may be a copy.
- A copy of the letter/certificate needs to be provided to CCB for our records.
  - While CCB still requires one of the two options above be submitted by the student, you may also additionally provide a list of those who completed the program for our quick reference (and with their permission).

How long are students eligible to sit for a CCB exam?
Students have a period of two-years from the completion of the program to qualify via the student option to sit for a CCB exam. In regard to the continuing education units (CEUs), students only have one-year from completion of the program to use the CEUs they earned while in the program. Per CCB policy, all exam candidates must earn and submit approved CEUs within the 12 months prior to their exam date.

- For example, students graduating in May 2022 would have until May 31, 2024 to be eligible to sit for the exam via the student option. However, they would only have until May 31, 2023 to sit for the exam without having to submit any further CEUs, as CEUs expire 12 months from when they are earned.

How to study/prepare for a CCB exam?
When it comes to study materials and preparation, you will want to direct students to the Candidate Handbooks so they may review the information for the exam they are taking. The handbooks are required reading in order to sign off on the attestation statement on the exam application. Here, students will also find the Detailed Content Outline (DCO), suggested reference materials, and links to the practice exams. The handbooks can be found at:

- [www.corporatecompliance.org/candidate-handbooks](http://www.corporatecompliance.org/candidate-handbooks)
- [www.hcca-info.org/candidate-handbooks](http://www.hcca-info.org/candidate-handbooks)

What other perks do your students have access with your CCB Accreditation status?

- Free registration* for up to 5 students at two different SCCE & HCCA National and/or International conferences per year
- Discounts on:
  - SCCE & HCCA Membership
  - SCCE & HCCA books*
  - Access to COSMOS to access all things compliance*
Free access to:
  - Social Media sites to network, ask questions, make connections
    - SCCEnet
    - HCCAnet
  - SCCE and HCCA Job Boards

*These items must be purchased through or fielded by Program Contact, to pass savings along to students

Please refer students to CCB directly to answer any additional questions they may have.
Email: ccb@compliancecertification.org | Phone: 888.580.8373 or +1 952.933.4977