NCP Program
Continuing Education

Maintaining your NCP certification
NOTICES

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Session Topics

- NCP Continuing Education (CE) credit
  - What is required?
- NCP Workshops
- Audit process
- Navigating the ECCHO website
  - NCP portal
- CE Credit Entry Process
NCP Continuing Education (CE) Requirements

• Continuing Education (CE) Requirements
  – Designed to ensure certified payments professionals remain current with their knowledge
  – Includes both CE credits and ECCHO-hosted workshops on industry hot topics

• During each 5-yr renewal period, all NCPs must:
  – Earn and file 50 NCP-eligible CE Credits and
  – Purchase/participate in 3 NCP Workshops
What Is Required For Continuing Education (CE)?

• The CE requirement for the NCP Certification is: 50 CE Credits and 3 ECCHO Workshops over 5 Years

• 50 minutes of education = 1 credit
  – 1 Hour (60 Minutes) = 1.2 credits

• Maximum number of credits in any year is 30
  – Anything over 30 credits may not be carried over to the next year
  – Any credits taken over the 50 total required may not be carried over to the next certification period

• Credits can be earned as early as April 1st of the year in which the exam is passed
Meeting CE Credit Requirements - Example

Example:

- Serve as a Guide for 3 exam years = 15 credits
- Participate in free ECCHOEd sessions annually – 1 each year for 5 years = 9 credits (may be ‘live’ session or recording)
- NCP Day – once/year (first Monday in August) for 5 years = 6 credits (may be ‘live’ session or recording)

**TOTAL: 30 CE Credits**
ECCHO NCP Workshops

- Three (3) ECCHO NCP Workshops are required in a 5-year term
- Workshops are offered 3 times annually
  - May, August and November
  - 90-minute webinars
- Maximum of 2 Workshops per year will be recognized
- In order to get recognized for Workshop participation, you must be the purchaser of the Workshop
  - If you are the purchaser of the workshop, you will not need to enter the session when filing credits, the entry is made upon purchase
  - If you are listening a pre-recorded session for CE credits, you will need to file as a normal CE session
ECCHO NCP Workshops Cont.

- Piggy-backs: An NCP purchases a Workshop and other NCP(s) may sit in and listen on same purchased Workshop line
  - Piggy-backs counts only as CE credits
  - Do not count as a Workshop requirement
  - Only “live” Workshop sessions qualify for piggy-backs

- 3-steps to Credit Filing for “piggy-backs”:
  - Notify ncp@theclearinghouse.org within 10 days of a “live” workshop that you had “piggyback” attendees on your purchased session
  - Get completion certificate from NCP
  - Enter credits as usual and retain completion certificate to confirm attendance if audited
Sources for NCP CE Credits

Pre-approved sessions
• Sessions submitted to ECCHO by our training partners and providers for NCP Education topics
• Pre-approved sessions posted after ECCHO’s acceptance
• Cost of sessions vary depending on provider

Partner & Providers site: Partners & Providers offerings

Sessions which are not pre-approved
• Credit eligibility: based on inclusion of NCP Education Topics which mirror Exam blueprint
• Educational sessions may include conferences, industry group meetings, webinars, lunch-and-learn sessions, in-person meetings, etc
• You are responsible to maintain documentation for these sessions for a period of 2 years

Sites regarding NCP CE Credits: ECCHO Ed
Sources for NCP CE Credits Continued

Additional Credit Resources

- Instructors/Speakers receive double credit (max of 15 credits/year)
- Be A Guide: 1 credit/50 minutes of guidance (max 5 credits/year)
- In-Person meetings: ECCHO Operations or Subcommittee (max 6 credits/meeting)
- ECCHO NCP Class Instructor Certification (max 15 credits)

What does NOT count?

- Sales Presentations
- Product specific presentations
- Career advancement training
- Software training
- Exhibit booth duty
- ECCHO Subcommittee conference calls
NCP Audit Process
NCP Program Audits

- Each year ECCHO randomly selects 50 NCPs with CE credits to be audited
  - Standard process for industry accreditation programs
  - Once each 5-year period
- “Random” is the key word
  - If you get a notice but were audited in prior year in your current 5-year cycle, please contact program admin at:
    ecchoinfo@theclearinghouse.org
Audit Process

• All NCP’s chosen must participate in the audit and complete the process within a specified timeframe
  – See NCP Program Policies and Procedures for details
  NCP P&P link
  – Also visit Audit FAQs located in your NCP portal: https://www.ecchoonline.org/s/login/
• No documentation should be sent unless requested
• Issues, questions, not sure about what to provide?
  – Contact the program admin office at ecchoinfo@theclearinghouse.org
Audit Documentation Requirement

- Eligible CE Credits (pre-approved by ECCHO)
  - Required: Proof of attendance only
    - Content of session has already been approved
- Other Potential Eligible CE Credits (Not Pre-Approved by ECCHO)
  - Required: Details about session content plus proof of attendance

Acceptable proof of attendance:
Any of the following may show attendance or participation:
- Email confirming registration and/or payment
- Travel Itinerary for conference
- Conference tracker or other sign-in
- Completion Certificates

Acceptable proof of content:
Any of the following describing session content:
- Presentation
- Marketing Flyer
- Conference agenda/program with session descriptions
- Information from the provider that describes the session content
Navigating the ECCHO Website
Finding Credit Sources
Navigating the ECCHO Website

https://www.theclearinghouse.org/eccho
Certification Maintenance

**NCP Maintenance link**

Become a National Check Professional and Be Recognized

**Certification Maintenance**

As an NCP, it is important to maintain your credential through the support of continuing education (CE). Explore below how you can maintain the designation, including earning and filing CE credits.

In the year the NCP certification is earned, you are provided additional time (over the 5 years) between April 1 and Dec 31 to maintain the certification. NCP Continuing Education (CE) Credits are filed between Jan 1 and Mar 31 annually for prior year’s earnings using the ECCHO Online dashboard.

All completed Workshops are automatically recognized by ECCHO. There is a maximum of 30 credits and 3 NCP Workshops which can be recognized within any given year (doubles are not allowed).

All CE credits submissions will be evaluated against the NCP Exam blueprint for proper approval and CE credit allocation.

**NCP Maintenance Formula**

\[
5\text{-Year Certification Maintenance} = 50 \text{ CE Credits} + 3 \text{ NCP CE Workshops}
\]

**NCP Quick Links**

- NCP CE Workshops
- NCP CE Credit Reporting Options
- NCP Directory
- NCP Forms and Guidelines
- NCP Maintenance PDF

National Check Payments Certification
Certification Maintenance

- In this web page, you will find various credit earning options
- Forms & Guidelines: CE provide policy and procedures and Guide opportunity

### Credit Earning Options

- Economical Ways to earn NCP CE Credits > Learn more
- Guide an NCP to success and earn free credits doing it > Learn more
- ECCHO in person meeting schedule eligible for up to 6 NCP CE Credits each > Learn more
- View ECCHOEd online check education > Learn more
- Join us for National NCP Day each year > Learn more
- Pre Approved CE Sessions by Partners and Providers > Learn more

### Forms and Guidelines

- Credit Filing Process Outline > Learn more
  ($50 member / $75 non Member, additional $75 for late filing)
- Filing Extension Application > Learn more
  *Must be filed before April 15th ($75)*
- NCP Continuing Education Guide > Learn more
  *Program guidelines, CE credit sources, filing information*
- NCP Policies and Procedures > Learn more
- NCP CE Audit FAQ > Learn more
Finding Credit Sources

Quick & Economical ways to earn CE credits

1. NCP Guide Program
   Test registrants get guidance from you for free and you earn credits. [Be an NCP Guide](#)

2. ECCHO Education
   Listen to live when they occur or recorded archives – up to 1.8 free credits per session. [Education Listing](#)

3. NCP Exam Prep Training
   Some trainers allow free piggybacks – ask the trainer if one person pays, may another NCP piggyback for NCP CE credits (not workshop recognition).

4. Community Service
   Teach others about check (how to use checks properly, endorsement approaches to achieve goals, fraud avoidance, balancing checkbooks, etc.).

5. Leverage Internal Training Req’s
   Internal training requirements could overlap with NCP (e.g. check fraud & check related FFIEC guidance)

6. Internal Experts
   Invite someone on your legal team or product manager to discuss check topics. Educational sessions by vendors (not sales pitches) may be eligible.

7. Hold a Team Lunch & Learn
   Earn double credits if you lead a session (50-min. minimum and 3 or more people attend). If you attend ECCHO Ops, review with others what happened.

8. Participate in ECCHO Ops, Business Committee or Subcommittees
   Earn credits for your time serving and participating in one or more of these groups. Contact [ecchoinfo@theclearinghouse.org](mailto:ecchoinfo@theclearinghouse.org) for information on how to be involved.

9. NCP Partners & Providers
   There are 10 different NCP Partners & Providers of training and other approved education opportunities. Visit site for available options [Partner & Provider Listing](#)
Finding Credit Sources: Pre-Approved Sessions

Pre-Approved sessions: **pre-approved CE sessions**

NCP Maintenance Formula

5-Year Certification Maintenance = 50 CE Credits + 3 NCP CE Workshops

Get Started Today

Credit Earning Options

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Pre Approved CE Sessions by Partners and Providers > Learn more
Finding Credit Sources: Pre-Approved Sessions

- **Upcoming Pre-Approved Sessions**: sessions that can still be purchased
- **Past Sessions**: full list of past sessions for reference but can no longer be purchased
- **OnDemand Sessions**: are available at your convenience all year long.
  - Each on-demand session can be counted for credit once per 5-year period
NCP CE Entry Process

Login to ECCHO Online and select **NCP Continuing Education** in the left-hand margin.
Once you are on the NCP Continuing Education Page, select **CE Credits** on the top menu.
NCP CE Entry Process cont.

On the CE Credits tab you will select 1 of 2 options - **I have a Session ID #** or **I do not have a session ID #**. Below are steps for each option. Follow the appropriate steps for each and repeat each one until all sessions have been entered. Once all sessions are entered, proceed to next step.

If you select, **I have a session ID #**, this window will open:
NCP CE Entry Process cont.

- Select the session provider from the drop-down menu
- Select the session date and title of your session
- A credit value populates in the Credit Value line
- If you were the Speaker, check the Speaker box to obtain the additional credit value
- Click **Save**

The session will appear under Pending Credits:

```
<table>
<thead>
<tr>
<th>Status</th>
<th>CE Credits</th>
<th>Audit</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Session Id</td>
<td>Session Date</td>
<td>Submission Date</td>
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<td>001.9096.0D-1.2</td>
<td>Apr 1, 2020</td>
<td>Apr 9, 2021</td>
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</tbody>
</table>
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If you select I do not have a session ID#, this window will open:

- Complete the requested information:
  - Entry Date – Date you are submitting the session
  - Session Title – Title of Session
  - Session Date – Date session occurred
  - Session Description – Description of course
  - Provider Name – Organization providing/hosting the session
  - Instructor – Name of instructor teaching the session
  - Instructor Title – Title of instructor
  - Provider Phone and/or Email – Phone and email of the organization providing the session
  - Session Type – select the type of session (webinar, conference call, Lunch-N-Learn etc.)
  - Credit Value – this will auto-calculate based on the Minutes of Education entered
  - Speaker Credit – If you were the Speaker, check the Speaker box to obtain the additional credit value
  - Minutes of Education – duration of the session (30, 60, 90 etc.)
  - Click Save
NCP CE Entry Process cont.

The session will appear under Pending Credits:

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<th>Credit Value</th>
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<tr>
<td>09153016-01-2</td>
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<td>Apr 9, 2021</td>
<td>1.2</td>
<td>Duplicate Credits</td>
<td>ECMP</td>
<td></td>
</tr>
</tbody>
</table>

To file your sessions, during the CE filing window, Go to My Orders and you will see an invoice for your CE filing fee. Please select the invoice and click the Pay button on the top right corner.

On the next screen you will have 2 payment options. One to pay by credit card (cc) and one to pay by invoice. To pay by CC you will need to fill out the requested information and click Process Payment. For Invoice, you will need to enter a Customer Reference number and click Complete Transaction. You can then view the receipt on the following page.

After payment has been processed your session(s) will move to the Processed Sessions section of your CE credits tab and your status will be updated on the Status Tab.