

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>



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ECCHO®

We are the Check Experts.



2022 NCP Exam

2022 NCP Exam Registration is Open

Join the elite Team of National Check Professionals! NCPs are recognized as 1) Expert Payment Professionals, 2) Individuals whose education benefits them, their employer and their customers, 3) Experts who are able to resolve complex check problems reducing the potential of risk within their organization. [Register Today!](#)



2022 ECCHO Rules Book

Taking Orders Now

It is time to request your 2022 ECCHO Printed Rules Book. Provide your contact and shipping information by [clicking here](#) and we will send one to you. This valuable resource is free to ECCHO Members.

Quick Links

- Career Opportunity
- ECCHO Rules
- Member Listing
- Sponsoring Organizations
- FAQs
- Check Resources
- ECCHO Rule 9
- NCP Certification
- ECCHO Education
- ECCHO Online

Have a question for ECCHO?
214-273-3218
ecchoinfo@theclearinghouse.org

Certification Maintenance

[NCP Maintenance link](#)



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NCP Home Program Details Considering NCP Training & Resources **Certification Maintenance** Partners & Providers



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 accreditation. 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 2 NCP Workshops which can be recognized within any given year (rollovers 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

$$\begin{array}{r} \text{5-Year Certification Maintenance} \\ = \\ 50 \text{ CE Credits} \\ + \\ 3 \text{ NCP CE Workshops} \end{array}$$

NCP Quick Links

[NCP CE Workshops](#)
[NCP Credit Earning Options](#)
[NCP Directory](#)
[NCP Forms and Guidelines](#)
[NCP Maintenance PDF](#)
[NCP Maintenance Dashboard - Coming Soon](#)

Certification Maintenance

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

[NCP Home](#)[Program Details](#)[Considering NCP](#)[Training & Resources](#)[Certification Maintenance](#)

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

Quick & Economical Ways to Earn NCP 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 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 Home](#) [Program Details](#) [Considering NCP](#) [Training & Resources](#) [Certification Maintenance](#)

All completed Workshops are automatically recognized by ECCHO. There is a maximum of 30 credits and 2 NCP Workshops which can be recognized within any given year (roll

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

NCP Maintenance Formula

5-Year Certification Maintenance

=

50 CE Credits

+

3 NCP CE Workshops

NCP

NCP CI

NCP Ci

NCP Di

NCP Fc

NCP M

NCP M

ECCHC

Get Started Today

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](#)
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- Join us for National NCP Day each year > [Learn more](#)
- [Pre Approved CE Sessions by Partners and Providers > Learn more](#)

Finding Credit Sources: Pre-Approved Sessions



HOME	ABOUT ECCHO	MEMBERSHIP	NCP	EDUCATION	ADVOCACY	FAQs	CHECK RESOURCES
Events	Store						Login

The following are NCP pre-approved continuing education credits from authorized Partners and Providers. We have upcoming, past and on-demand (webinar based) tabs for your convenience. Please note you can search, sort and there's a drop down to alter the year you view. The session name is a hot link to register for the session. Check back often because we update this list frequently.

UPCOMING SESSIONS PAST SESSIONS ONDEMAND SESSIONS

Search by Date, Provider Name, Session ID

Search

Date	Title	Total Credits	Session ID	Provider Name	Session Type
2022-04-12	Principles and Concepts of Image Cas...	3.3	020.03014.W-3.3	Federal Reserve Bank of Atlanta	Webinar
2022-04-21	Check Adjustments Insights Into Inve...	3.3	020.03007.W-3.3	Federal Reserve Bank of Atlanta	Webinar
2022-05-12	Principles and Concepts of Image Cas...	3.3	020.03015.W-3.3	Federal Reserve Bank of Atlanta	Webinar
2022-05-17	Check Adjustments Insights Into Inve...	3.3	020.03008.W-3.3	Federal Reserve Bank of Atlanta	Webinar
2022-06-07	Principles and Concepts of Image Cas...	3.3	020.03017.W-3.3	Federal Reserve Bank of Atlanta	Webinar
2022-06-14	Check Adjustments Insights Into Inve...	3.3	020.03009.W-3.3	Federal Reserve Bank of Atlanta	Webinar

- 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.

My Info	
 Elliott User	<div>Company Membership Information</div> <div>Membership Status Alert Your Company is Not Active</div>
<div>My Info</div> <div>NCP Exam</div> <div>Address Book</div> <div>My Members</div> <div>Payment Methods</div> <div>My Registrations</div> <div>My Orders</div> <div>NCP Continuing Education</div> <div>Company Info</div>	<div>Contact Information</div> <div>First Name Elliott</div> <div>Last Name User</div> <div>Title VP</div> <div>Communication Information</div> <div>Personal Email test99@eccho.org</div> <div>Work Email test99@eccho.org</div>

NCP CE Entry Process cont.

Once you are on the NCP Continuing Education Page, select **CE Credits** on the top menu.



Elliott User

- My Info
- NCP Exam
- Address Book
- My Members
- Payment Methods
- My Registrations
- My Orders
- NCP Continuing Education**
- Company Info

[Status](#)[CE Credits](#)[Audit](#)

[I have a session ID #](#)[I do not have a session ID #](#)[Add Note](#)

Pending Credits

Session Id	Session Date	Submission Date	Credit Value	Session Title	CE Provider	Speaker
	Feb 15, 2021	Apr 7, 2021	1.8		nCP	<input type="checkbox"/> edit x
001.9096.OO-1.2	Apr 1, 2020	Apr 9, 2021	1.2	Duplicate Checks	ECCHO	<input type="checkbox"/> edit x
	Mar 15, 2021	Apr 9, 2021	1.8		ECCHO	<input type="checkbox"/> edit x

Processed Credits

Session Id	Session Date	Submission Date	Credit Value	Session Title	CE Provider	Speaker
001.8125.CC-1	Feb 4, 2020	Feb 4, 2020	1	Legal Working Group Conference Call	ECCHO	<input type="checkbox"/> edit
	Apr 6, 2021		1.2		ECCHO	<input checked="" type="checkbox"/> edit

NCP CE Workshops

Session Id	Session Date	Submission Date	Credit Value	Session Title	CE Provider
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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.

NCP Continuing Education

Status

CE Credits

Audit

I have a session ID #

I do not have a session ID #

Add Notes

Pending Credits

Session Id	Session Date	Submission Date	Credit Value	Session Title	CE Provider	Speaker
	Feb 15, 2021	Apr 7, 2021	1.8		nCP	<input type="checkbox"/>
001.9096.CD-1.2	Apr 1, 2020	Apr 9, 2021	1.2	Duplicate Checks	ECCHO	<input type="checkbox"/>
	Mar 15, 2021	Apr 9, 2021	1.8		ECCHO	<input type="checkbox"/>

If you select, **I have a session ID #**, this window will open:

CE Activity

Provider *

choose one...

NCP Session *

choose one...

Credit Value

Speaker

☐

OnDemand Credits are listed with a 1/1 date. After saving your selection, click the edit button to enter the date you viewed the recording.

Save

Cancel

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:

Status

CE Credits

Audit

Pending Credits

I have a session ID #

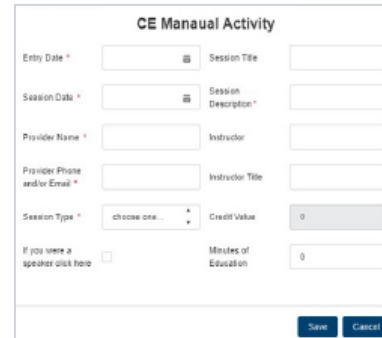
I do not have a session ID #

Add Notes

Session Id	Session Date	Submission Date	Credit Value	Session Title	CE Provider	Speaker
	Feb 15, 2021	Apr 7, 2021	1.8		nCP	<input type="checkbox"/>  
001.9096.OD-1.2	Apr 1, 2020	Apr 9, 2021	1.2	Duplicate Checks	ECCHO	<input type="checkbox"/>  

NCP CE Entry Process cont.

If you select **I do not have a session ID#**, this window will open:

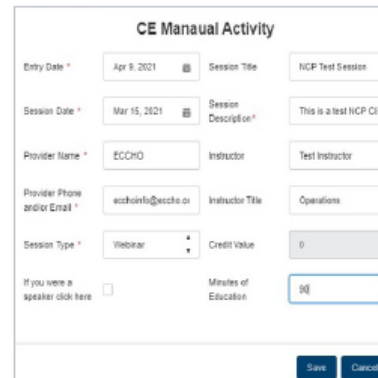


The screenshot shows the 'CE Manual Activity' form with the following fields and values:

Field	Value
Entry Date *	
Session Title	
Session Date *	
Session Description *	
Provider Name *	
Instructor	
Provider Phone and/or Email *	
Instructor Title	
Session Type *	choose one...
Credit Value	0
If you were a speaker click here	<input type="checkbox"/>
Minutes of Education	0

Buttons: Save, Cancel

- 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**



The screenshot shows the 'CE Manual Activity' form with the following fields and values:

Field	Value
Entry Date *	Apr 8, 2021
Session Title	NCP Test Session
Session Date *	Mar 15, 2021
Session Description *	This is a test NCP CE
Provider Name *	ECCHO
Instructor	Test Instructor
Provider Phone and/or Email *	ecchoinfo@eccho.or
Instructor Title	Operations
Session Type *	Webinar
Credit Value	0
If you were a speaker click here	<input type="checkbox"/>
Minutes of Education	90

Buttons: Save, Cancel

NCP CE Entry Process cont.

The session will appear under Pending Credits:

Status CE Credits Audit						
Pending Credits						
Session Id	Session Date	Submission Date	Credit Value	Session Title	CE Provider	Speaker
	Feb 15, 2021	Apr 7, 2021	1.8		nCP	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
001.9096.OD-1.2	Apr 1, 2020	Apr 9, 2021	1.2	Duplicate Checks	ECCHO	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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.

The collage consists of three overlapping screenshots of the NCP CE Entry Process interface. The top-left screenshot shows the 'Checkout' page with the heading '1. Choose a Payment Method'. It has two options: 'Credit Card' and 'Invoice Me'. The 'Credit Card' option is highlighted with a red box. Below these options are fields for 'Card Holder Name', 'Email User', 'Card Number', 'Exp Month', and 'Exp Year'. There is also a checkbox for 'Would you like to save this payment method for future use?'. At the bottom, there is a 'Billing Address' section with a '+ Create Address' button and a 'Process Payment' button. The top-right screenshot shows the 'Checkout' page with the heading '1. Choose a Payment Method'. It has two options: 'Credit Card' and 'Invoice Me'. The 'Invoice Me' option is highlighted with a red box. Below these options is a 'Customer Reference Number' field and a 'Complete Transaction' button. The bottom-right screenshot shows a 'Payment Successful' confirmation page with a green checkmark and the text 'Your payment of \$180.00 was successfully completed'. There is a 'View Receipt' button at the bottom.

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.

National Check Payments Certification

ECCHO | The Clearing House
3710 Rawlins Street; Suite 1075
Dallas, Texas 75219

Tel. 214/273-3218

[NCP Program Site](#)

