



LPEC CERTIFICATION RENEWAL GUIDELINES



Leadership Professional in Ethics & Compliance (LPEC) Certification Certification Renewal Guidelines

Overview

- Know your renewal date - 2 years from the month of your certification/ renewal
- Earn at least 40 Continuing Education Units (CEUs) by your renewal date
- Submit CEU Tracker to: certification@ethics.org
- Submit the renewal fee and form by your renewal date - \$150 fee
- \$50 Late fee if renewed after renewal date.

Events

Of the 40 CEUs required for renewal, a minimum of 20 must come from live training, and a minimum of 10 must be related to business ethics and/or organizational culture.

| Events | CEUs earned |
|---|--------------------------------------|
| Qualifies as Live (require minimum of 20 CEUs) | |
| Attend ECI events or outside in-person events related to E&C | 1 per 50 min. (or 1.2 per 60 min.) |
| Participate in live ECI webinars or outside webinars related to E&C | 1 per 50 min. (or 1.2 per 60 min.) |
| Present on an E&C topic at an ECI or other in-person event | 3 per presentation |
| College or University Courses | 3 per course |
| E&C workshops, seminars and training programs | 1 per 50 min. (or 1.2 per 60 min.) |
| Present on a E&C topic at an ECI community group | 2 per presentation |
| Does Not Qualify as Live | |
| Watch a pre-recorded webinar on an E&C topic | 0.8 per 60 min. (or 1.2 per 90 min.) |
| Publish an article on an E&C topic in an organization's publication | 3 per article |
| Self Study – Complete a self-study activity such as online training modules | 2 per submission |

*E&C = ethics and compliance or ethics- and/or compliance-related

Activities that do NOT qualify for CEUs

- Opening General Session at Events
- Event breaks (including lunch and networking)
- Committee, Board, and Council Meetings (unless presenting on an E&C topic)

Topics

- Business Ethics/Organizational Culture Topics (require a minimum of 10 CEUs)
 - Business ethics
 - Organizational culture
 - Ethical decision-making, behavioral ethics
 - Corporate Social Responsibility
- Other Qualifying Topics
 - Ethics/Compliance governance and reporting to the board
 - Ethics/Compliance organizational structure
 - Ethics/Compliance risk assessment, risk management, and program planning
 - Ethics/Compliance-related laws, regulations, and guidelines
 - Ethics/Compliance policy development and management
 - Code of Conduct and ethics/compliance communications
 - Ethics/Compliance training and education
 - Ethics/Compliance auditing, monitoring, and measuring program effectiveness
 - Helplines and other reporting methods, whistleblowing
 - Ethics/Compliance investigations & discipline
 - Business skills for the ethics/compliance professional

Documentation

| Continuing Education | Acceptable Documentation |
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| ECI events in-person | Must sign into ECI events to qualify for credit |
| Non-ECI E&C events | Proof of attendance, must be issued from host of the event |
| Participate in live ECI webinars | No documentation needed |
| Non-ECI E&C Webinars | A certificate, verification form, or letter verifying attendance |
| Present on an E&C topic at an ECI event | No documentation needed |
| E&C presentation at a non-ECI event | Collateral listing you as presenter |
| College or University Courses | Transcript or grade report issued by college/university |
| E&C workshops, seminars, and training programs | A certificate, verification form, or letter verifying attendance |
| Present at an ECI community group meeting | No documentation needed |
| Publications | Copy of cover page, a segment of the publication with date, or letter from the publishing body |
| Pre-recorded webinar on an E&C topic and self-study activities including online training modules | A certificate, verification form, letter verifying attendance |