



AMERICAN CONTRACT COMPLIANCE ASSOCIATION

NTI & ELI Frequently Asked Questions

I. What are the Certifications Levels?

- Contract Compliance Administrator (CCA)
- Master Compliance Administrator (MCA)
- Executive Certified Master Compliance Administrator (ECMCA)

II. What are the requirements for each level?

• **Certified Compliance Administrator (CCA) Certification**

Attendees who successfully complete the CCA program requirements by accumulating at least 4.2 continuing education units (42 hours of training) through ACCA will receive ACCA's certification as a Certified Compliance Administrator. This typically requires 2 years of training.

• **Master Compliance Administrator (MCA) Certification**

Attendees who successfully complete the MCA program requirements by accumulating at least 8.4 continuing education units (84 hours of training) through ACCA will receive ACCA's certification as a Master Compliance Administrator. This typically requires 4 years of training.

• **Executive Certified Master Compliance Administrator (ECMCA) Certification**

MCA graduates have a unique opportunity to earn Continuing Education Units. MCA graduates are encouraged to continue their education by participating in a two-day **Executive Leadership Institute** workshop to develop comprehensive solutions to various industry-related topics. Attendees who successfully complete the ECMCA program requirements by accumulating at least 2.0 continuing education units (20 hours of training) through ACCA will receive ACCA's certification as an Executive Certified Master Compliance Administrator. This requires 2 years of training.

III. When is the ELI Session held?

- ELI sessions are held on Thursday and Friday. These workshops are 10-hour requirements in order for the attendees to receive CEUs from Morgan State University.

IV. Why do we start on Monday?

- The training institute starts on Monday afternoon so that the attendees will be able to attend as many CEU workshops as needed to obtain a sufficient number of credits during the week and if or for any reason the attendee has to take a call or respond to work-related or personal affairs. Attendees will still be able to have enough CEUs during the training institute.

V. Why is the class day so long?

- ACCA has the training institute once a year. We have contractually committed to 25 hours each year for the attendees to receive the required number of credits to obtain their certification. Each day has a set number of hours available for the attendees in order to meet the number of CEUs to receive a certificate.



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VI. **Why do we have sign-in sheets if we are required to register and record our CEUs electronically with Morgan State University?**

- Sign-in sheets are a secure method for ACCA to validate attendees were in the workshop and for ACCA to record their CEUs in our system. In the near future, ACCA will obtain an electronic system for attendees to register and record their CEUs.

VII. **What is the purpose for ACCA to have monitors at the door for all workshops?**

- The purpose of the monitors in the room is to assist the facilitator, keep track of workshop time, monitor the attendees leaving and returning to the workshop, distribute and collect the sign-in sheets and the workshop evaluation that is to be turned in at the end of each workshop.

VIII. **Can attendees repeat a class and get credit twice?**

- Attendees can repeat classes the next year because there may be a new instructor or instructors with new material. However, you cannot repeat the same class in the same year and get the credit for it twice.

IX. **Why are attendees only permitted break times of 10 minutes for 1 ½-hour and 15 minutes for 2-hour workshops?**

- This is a contractual agreement with Morgan State University because the workshops do not have any testing requirements; therefore, to ensure that attendees are receiving all of the information from the instructors.

X. **What are the documentation and/or requirements needed to receive your credits?**

- First, you must register with Morgan State University by using the online CEU registration link or Scan Barcode, create an account, record your CEUs daily, and make sure you save all of your recorded information before the end of other NTI.
- Second, you must sign the sign-in sheets and ensure that you have not missed more than 10 minutes for 1 ½-hour workshop and 15 minutes for a 2-hour workshop.
- Third, at the end of the NTI, you will automatically receive an e-mail with the Overall NTI Workshop Evaluation link when it becomes available. You will then receive another e-mail to print your certificate.