

## Certification Program Overview

The number of new regulations governing credit unions and other financial institutions has been increasing at an unprecedented rate. As your credit union expands into new products and services, you will find an increasing array of regulations with which your credit union must comply. Added to this is the fact that your examiners and regulators are applying increasing pressure on credit unions and compliance officers to demonstrate their proficiency and compliance with this myriad of regulations.

*NAFCU's Regulatory Compliance Learning Manual* is designed to assist you in this area by providing the necessary compliance training as well as a means to demonstrate a high level of proficiency to your examiner. Through a structured, self-paced study course, designed and sponsored by NAFCU and Sheshunoff Information Services, compliance officers and other key staff members in your credit union can become NAFCU certified compliance officers.

The course consists of five separate self-paced study modules that are designed to work in conjunction with *NAFCU's Compliance Guide for Credit Unions*. Individuals who complete and successfully pass the final examination for each module will receive a certificate designating them as a NAFCU certified compliance officer after they complete the exam for the final module.

The five study modules that make up the certification program may be completed in any order. The modules are:

- Lending Part 1*: The Regulatory Structure, NCUA's Lending Regulations, Regulation Z
- Lending Part 2*: Fair Credit Reporting Act, NCUA's Credit Practices Rule, Real Estate Settlement Procedures Act and Homeowners Protection Act of 1998, Flood Insurance Regulations, Service Members Civil Relief Act of 2003
- Discrimination*: Regulation B, Regulation C, NCUA's Nondiscrimination Requirements, Fair Lending
- Share Accounts*: Regulation D, Truth-in-Savings Act, IRS Information Reporting Requirements, Regulation CC, Regulation E
- Privacy and Security*: Right to Financial Privacy Act, Privacy and Security of Consumer Financial Information, Bank Secrecy Act

### CERTIFICATION REQUIREMENTS

NAFCU is the sponsor of this compliance certification program and all related tests. Your questions relating to obtaining certification, enrollment status, and program requirements should be directed to NAFCU at 1-800-336-4644.

The underlying certification program is based on *NAFCU's Compliance Guide for Credit Unions* published by Sheshunoff Information Services, and the self-paced course materials contained in the *Regulatory Compliance Learning Manual* follow the compliance guide and are cross-referenced to that manual. Using the *Regulatory Compliance Learning Manual* is therefore efficient and the recommended method of preparing for certification. NAFCU, however, does offer two additional methods for certification, which include attendance at seminars and direct testing without prior study.

You must successfully complete all five certification examinations.

Only the individual completing the examinations is eligible to be certified. Certification may not be transferred to another person.

You may take up to two years from the date your first examination is ordered from NAFCU to complete all five examinations. (The certification examinations will be updated as necessary to address regulatory changes.) A subscription to updates for *NAFCU's Regulatory Compliance Learning Manual* will ensure that you have the most current information as reflected on the corresponding certification examination.

Participants must score 80 percent or higher on each examination. Examinations should be requested on completion of each study module.

The certification examinations may be requested in any order, although it is suggested that the examinations be completed in the order presented in *NAFCU's Regulatory Compliance Learning Manual*.

Certification examinations will be administered at your credit union and returned to NAFCU for grading. A senior officer of your institution must certify that all examination requirements have been strictly adhered to.

On successful completion of the fifth examination, participants will receive a certificate indicating they are certified by NAFCU. Certification is for two years from the date of certification, and recertification will be required after the initial certification expires.

Recertification may be achieved in one of two ways. First, an individual may recertify by obtaining continuing education credits through attendance at NAFCU's annual Regulatory Compliance Seminar or another NAFCU educational seminar that addresses compliance issues, or by receiving credit hours for relevant courses from other professional organizations approved by NAFCU, such as the Practicing Law Institute or the American Institute of Certified Public Accountants. A total of 12 credit hours must be obtained each year to maintain certification. As an alternative, you may recertify by retaking the five certification examinations, which will be revised as needed to keep pace with regulatory changes. You may want to subscribe to updates to your manuals to ensure that you are studying the most current information that is reflected on the examinations.

NAFCU reserves the right to modify the requirements for certification at any time if it determines that it is in the best interests of the certification program to do so.